SAINT LEO COLLEGE

1996-1997

CATALOG

Saint Leo College

A LIBERAL ARTS COLLEGE

Saint Leo, Florida 33574
(904) 588-8200

Announcements contained in this publication are subject to change without notice and may not be regarded in the nature of binding obligations on the College. The College reserves the right to change any provision or requirement.

When students matriculate with Saint Leo College, they come under the academic requirements of the edition of the College catalog at that time. Students may graduate under these academic requirements within a period of five years even though subsequent catalogs may change. Should new changes be to their advantage, student may graduate under the conditions of the newer catalog. However, because academic programs are subject to requirements imposed by outside accrediting or certifying agencies, such outside requirements shall supersede prior conditions.

Saint Leo College is committed to policies which assure that there is no discrimination on the basis of age, sex, race, color, creed, religion, national origin, or disability.

Saint Leo College complies with the Family Rights and Privacy Act of 1974 (as amended).

The College is an Affirmative Action Equal Opportunity employer.

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Academic Calendar

Fall 1996 Semester

August 22 ..... First Year Students Arrive
22-27 ..... First Year Student Orientation
25 ..... Transfer Students Arrive
25-27 ..... Transfer Student Orientation
27 ..... Returning Students Arrive
27 ..... Registration: All Students
28 ..... Classes Begin - Mandatory Attendance

September 2 ..... Labor Day - No Classes
5 ..... Last Day to Add/Reduce Courses without Fee
5 ..... Opening Convocation and Mass
6 ..... CLAST Registration Deadline

October 5 ..... CLAST Test
11-13 ..... Fall Festival Weekend
16 ..... Mid-semester Grades Due
18 ..... Mid-semester Grades Issued
25 ..... Last Day to Withdraw from Courses With Fee

November 18 ..... Advance Registration for Spring 1997 Begins
27-29 ..... Thanksgiving Break. . . (Residence Halls Closed)

December 11 ..... Last Day to Withdraw from College w/o Course Failure
11 ..... Last Day of Class/Last Day to Remove Incomplete
12-16 ..... Final Exams
17 ..... Residence Halls Close
18 ..... Final Grades Due
20 ..... Final Grades Issued

Spring 1997 Semester

January 4 ..... New Students Arrive
4-7 ..... New Student Orientation
7 ..... Returning Students Arrive
7 ..... Registration: All Students
8 ..... Classes Begin - Mandatory Attendance
16 ..... Last Day to Add/Reduce Courses Without Fee
17 ..... CLAST Registration Deadline
20 ..... Martin Luther King, Jr. Day - No Classes
February 15 ..... CLAST Test
27 ..... Mid-semester Grades Due

March 3 ..... Mid-semester Grades Issued
7 ..... Last Day to Withdraw from Courses With Fee
8-15 ..... Residence Halls Closed for Spring Break
10-14 ..... Spring Break - No Classes
28 ..... Good Friday - No Classes

April 7 ..... Advance Registration for Summer and Fall 1997 Begins
28 ..... Last Day to Withdraw from College w/o Course Failure
28 ..... Last Day of Class/Last Day to Remove Incomplete
April 29-May 2 ..... Final Exams
2 ..... Residence Halls Close for Non-Graduates*
3 ..... Residence Halls Close for Graduates

3 ..... Baccalaureate Mass and Commencement
5 ..... Final Grades Due
7 ..... Final Grades Issued

*Non-graduates vacate residence halls 24 hours after completion of last exam.

The Summer 1997 schedule was not available at the time of printing. It will be published later in the year.

President's Message

Everyone who studies under the auspices of Saint Leo College has potential and, presumably, will succeed. This institution provides an excellent faculty to challenge each individual's potential and an environment which supports the learning process and prompts more notable success. The Saint Leo atmosphere is rich. It breathes a Christian spirit; it is supported by a caring community; it permeates all dimensions of campus life. It upholds serious scholarship, yet makes it attainable to students just beginning their higher education experience. It fosters what at times is a tension between intellectual development and the service of others as a major goal in life, between competence and compassion, with the expectations that the student will live with both in the future.

I encourage you to come to know Saint Leo College for the fine institution that it is -- and as one of its students, to make your contribution to this college community. May the Lord bless your efforts.

Frank M. Mouch
President

Directory for Correspondence

College office hours are from 8:00 a.m until 5:00 p.m., Monday through Friday unless otherwise posted. Members of the college staff are available at other times by appointment.

Send mail to Post Office Box or Drawer Number, Saint Leo, FL 33574.

Admission, Application, and General Information
Director of Admissions
Post Office Box 2008
Marian Hall (588-8283)

Academic Affairs, Vice President for Academic Affairs
Post Office Box 2006
Saint Francis Hall (588-8244)

Academic Affairs, Assistant Vice President
Post Office Box 2277
Saint Francis Hall (588-8206)

Academic Record, Transcripts, Registrar
Post Office Box 2278
Saint Edward Hall (588-8234)

Academic Support Services
Post Office Box 2006
Saint Francis Hall (588-8244)

Alumni/Parent Relations
Post Office Box 2227
Saint Francis Hall (588-8250)

Athletics, Director of Athletics
Post Office Box 2038
Marion Bowman Activities Center (588-8221)

Business Affairs, Vice President for Business Affairs
Post Office Box 2246
Saint Francis Hall (588-8215)

Campus Center
Post Office Box 2248
Saint Edward Hall (588-8236)

Campus Ministry, Director of Campus Ministry
Post Office Box 2156
Lower Level, McDonald Center (588-8331)

Career Development Center
Post Office Box A
de Chantal Hall (588-8346)
E-mail: bbaehr@tingley.net

Counseling Center
Post Office Box A
de Chantal Hall (588-8354)
E-mail: mellis@tingley.net

Division of Liberal Arts and Sciences
Post Office Box 2127
Saint Edward Hall (588-8294)

Division of Professional Studies
Post Office Box 2067
Saint Edward Hall (588-8487)

Financial Aid
Post Office Box 2228
Saint Edward Hall (588-8270)

Finance and Accounting
Post Office Box 2097
Saint Francis Hall (588-8211)

Gifts, Wills and Bequests
Post Office Box 2227
Saint Francis Hall (588-8250)

Graduate Business Studies
Post Office Box 2067
Saint Edward Hall (588-8311)

Graduate Studies in Education
Post Office Box M
Saint Edward Hall (588-8309)

Health Center
Post Office Box A
de Chantal Hall (588-8347)

Institutional Advancement
Post Office Box 2227
Saint Francis Hall (588-8250)

Library Services
Post Office Box 2128
Cannon Memorial Library (588-8258)

Military Science/ROTC
Post Office Box 2126
Saint Edward Hall (588-8256)

President
Post Office Box 2187
Saint Francis Hall (588-8242)

Public Affairs
Post Office Box N
Saint Francis Hall (588-8253)

Recreation
Post Office Box 2323
de Chantal Hall (588-8358)

Residential Life/Housing
Post Office Box 2068
de Chantal Hall (588-8268)

Security
Post Office Box 2388
Security Building (588-8332)

Student Activities
Post Office Box 2323
de Chantal Hall (588-8490)

Student Affairs, Vice President for Student Affairs
Post Office Box 2156
de Chantal Hall (588-8992)
E-mail: mhpowers@tingley.net

Student Government Union
Post Office Box 2156
de Chantal Hall (588-8844)

Veterans Affairs
Post Office Box 2228
Saint Edward Hall (588-8608)

The College

Mission Statement

The basic purpose of Saint Leo College is to provide its students a liberal education that leads them to self-knowledge and to an understanding of their relationships to others and to their Creator.

The goal of the College is to develop the whole person by emphasizing an awareness of humanity and encouraging scholarship and a constant striving toward professional growth, self-assurance, and independence. Students who accept this challenge and meet their academic responsibilities are welcome at Saint Leo College.

As a Catholic institution, the College seeks to reflect the rich intellectual and spiritual heritage of the Church, as well as the precious integrity of the individual person. Thus, it takes an active interest in student life beyond the classroom. Recognizing the needs of the individual person, it encourages aesthetical, ethical, and spiritual growth. It provides an atmosphere of intellectual freedom, the optimum environment for the development of healthy, self-determined individuals who have a proper sense of their own abilities and values. The College strives to fulfill each student's need to be regarded as a person of worth, a valued and contributing member of the community. This effort is supported by a faculty of accomplished teachers and scholars, competent and dedicated administrators and staff, and the Benedictine family spirit that is reflected in the personal relationships of faculty and students.

Saint Leo College believes in providing higher education to all capable students who desire it. It extends its degree programs to the working adult, including members of the United States military community. The College is committed to providing educational services on military installations and at other places and at times unique to adult learners.

Recognizing that the dedicated and personal interest of the administration and faculty can inspire its students, the College also realizes that success can come only from the students themselves.

History of the College

Saint Leo College is a Catholic, coeducational liberal arts college offering a four-year program leading to the baccalaureate degree and two graduate programs, one in business administration and one in education.

The College was chartered on June 4, 1889, when the Florida legislature authorized the Order of Saint Benedict of Florida to "have and possess the right and power of conferring the usual academic and other degrees granted by any college in this State.

Saint Leo opened with the dedication of its main building on September 14, 1890. It was the first Catholic college in Florida.

Established initially by monks from Saint Vincent Archabbey in Latrobe, Pennsylvania, the Benedictine mission in what was formerly called the "Catholic Colony of San Antonio, Florida" was transferred to the jurisdiction of Mary Help of Christians Abbey (now called Belmont) in North Carolina in 1888. Saint Leo College and Abbey are named for its abbot, Leo Haid, the principal founder and first president of the College.

There were 32 students in the pioneer year 1890-1891. The basic curriculum was a mix of liberal arts and commercial courses leading to the degree of Master of Accounts. Periodically, the College went through a military phase, with uniforms and required drilling, to instill discipline and order. The first Master of Accounts degrees were conferred on the pioneer graduating class of five students on June 20, 1893.

In 1920, the College was phased out as the faculty decided to focus on becoming what one longtime Benedictine called "a serious English-style prep school." It was accredited by the Southern Educational Association in 1921. After a variety of name changes (including Saint Leo Academy and Benedictine High School), the institution settled on Saint Leo College Preparatory School in 1929. It lasted until 1964.

Reaching for a larger mission, Saint Leo opened as a college again in 1959. Its efforts were assisted by the neighboring community of Benedictine sisters at Holy Name Priory. Operating first on the associate's level, the College moved quickly to a four-year program and conferred its first bachelor's degrees on April 23, 1967, on 51 men and 13 women. It was accredited by the Southern Association of Colleges and Schools on November 29, 1967, retroactive to include the charter Bachelor of Arts class.

In 1969 the College was reorganized when the Order of Saint Benedict of Florida transferred title and control to an independent board of trustees.

In a noteworthy broadening of its purpose, which echoed its military roots, Saint Leo re-

sponded in 1973 to requests from the armed services to offer degree programs on military bases. It is now a major provider of higher education to military-related personnel in the United States.

In December 1994 the College was granted Membership at Level III to offer the master's degree. Membership was granted retroactive to January 1, 1994.

Saint Leo has grown from 32 students at its beginning to a total enrollment of more than 6,500: 1,000 on its main campus, 1,000 in its adult weekend and evening program, and 4,500 on military bases throughout the Southeast.

Accreditation and Affiliation Statement

Saint Leo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate's, bachelor's and master's degrees. Saint Leo College's program in Social Work is accredited by the Commission on Accreditation of the Council on Social Work Education (BSW Level). Saint Leo College has Teacher Education Program approval by the State of Florida Department of Education. Other associations in which Saint Leo College holds membership are the American Council on Education (ACE), Association of Governing Boards of Universities and Colleges, Independent Colleges and Universities of Florida (ICUF), the American Association of Adult and Continuing Education, the National Collegiate Honor Society, the National Association of Independent Colleges and Universities, National University Continuing Education Association (NUCEA), the National Association of Institutions for Military Education Services (NAIMES), Servicemembers Opportunity Colleges, National Catholic Education Association, and the Association of Catholic Colleges and Universities.

Appellate Process

One of the five key elements of Saint Leo College's mission statement is a commitment to practice a student-centered philosophy of service. The College's objective is to courteously and consistently respond to students' questions and appeals in a timely manner.

Generally, the most effective resolution of a student's question will come from the College administrator or staff member most directly involved in the area of the student's concern. Thus, the first step in answering the student's question is to contact the appropriate office and individual. A departmental listing of individuals to contact regarding specific concerns may be obtained in the division offices, center offices, the Office of Student Affairs, or the Office of Finance and Accounting. Students attending centers make their initial contact with their center academic advisor or director. The center will provide any needed coordination with home campus offices.

The College's first objective is to accommodate a student's request if so doing does not violate College policy or undermine academic or disciplinary standards. If this is not possible, the next objective is the provide the student enough information so that the student understands the reason for the decision. If the student wishes to appeal the decision, the student must do so **in writing** to the next level of appeal as shown on the departmental listing.

Appeals which are not resolved or explained to the student's satisfaction after the initial appeal(s) must be appealed **in writing** to the Vice President identified in each area within 15 days of the last contact with a College employee. The Vice President will review the student's appeal and render a final decision in writing within ten days.

Campus Description

The campus of Saint Leo College lies about 25 miles northeast of Tampa. Its rolling hills and richly wooded grounds edge beautiful Lake Jovita. The central Florida location offers many natural advantages that attract people to live, work and study in the Sunshine State. This pleasing pastoral atmosphere can be exchanged in an hour or so for beaches and the ambience of two metropolitan areas: Tampa-St. Petersburg and Orlando.

Campus buildings unite the tradition of the past with the objectives of modern education through a combination of Spanish Florida baroque and contemporary architecture.

Saint Francis Hall houses the offices of the President, Academic Affairs, Business Affairs, Human Resources, Institutional Advancement, Alumni and Parent Relations, Public Affairs, Institutional Research, Academic Support Services, Computer Center, Purchasing, Finance and Accounting, and the Copy Center and Print Shop. Also housed in the cellar of Saint Francis Hall is The Nightly Grind coffee house, which offers a

variety of coffees and desserts, Internet computers for student use, and is a venue for readings and musical performances.

Across from Saint Francis Hall is Saint Edward Hall. The Office of the Registrar, the Campus Center, Teacher Recertification Program, Financial Aid, Veterans Affairs, Graduate Business Studies and Graduate Studies in Education are housed on the first floor. The rest of the building is used for faculty offices.

Residence halls are situated throughout the 170-acre campus. Located on the west side of the campus is the Marmion/Snyder complex which is a student residence hall housing men in Snyder and women in Marmion. Marmion and Snyder are owned by the Benedictine Sisters of Holy Name Priory and are leased to the College.

The east side of the campus features four residence halls. Benoit Hall, a traditional men's hall, and Henderson Hall, a traditional women's hall, are centrally located on the college circle. Roderick Hall was fully renovated and reopened in December 1994 and offers suite-style living for both men and women. Each suite has four single bedrooms, two bathrooms, and a living area. Residents with at least 60 credit hours may live in this hall. Alumni Hall is the newest hall, housing males and females. This hall opened in December 1994. All rooms have a private bathroom as well as a private entrance. Students must be at least 21 years old and have at least 30 credit hours to live in this hall. Academic standing is also a consideration for eligibility in the Alumni Hall and in the Roderick Hall. The Student Activities Center is the common meeting room/social space for Roderick and Alumni residents. It is also used by commuter students between classes. It houses a large screen TV, pool and ping pong tables.

Julia Deal Lewis Hall of Science is a three-story building occupied by the Department of Mathematics and Sciences, the Learning Assistance labs, classrooms, laboratories, a science library, and the Heagerty Business Suite.

The William G. and Marie Selby Auditorium, adjoining Lewis Hall at the ground and second-floor levels, is a teaching auditorium with tiered seating.

At the main entrance of the College is the Information and Security Office and Marian Hall which houses the Admissions Office.

Nearby Crawford Hall provides general classrooms. All Student Affairs and student organization offices are located in de Chantal Hall. Student Affairs include the office of the Vice President for Student Affairs, the Career Center, Counseling Center, Health Services, Recreation, Residential Life/Housing, Student Activities, and student mailboxes for commuters and residents. Student organization offices located there include the Monarch newspaper, the yearbook, Residence Hall Association, and the Student Government Union.

The William P. McDonald Center forms a hub for campus social activities and provides dining as well as recreational facilities. On the ground floor are The Cage, the Campus Ministry Community Room, and the Campus Book Store. In addition to the main dining hall on the second floor, Raleigh Greene Room and Lions Lounge provide facilities for special events, such as lectures and art exhibits. The Kent Chapel offers the quiet and intimacy for meditation and small group liturgies.

The Marion Bowman Activities Center is a facility for teaching and recreation. The main gymnasium is used for intercollegiate sports and for lectures and other educational and social activities. Physical education classrooms, an athletic training room, and a weight-lifting room are included in the facility. The Recreation Department operates a large heatable outdoor swimming pool and sunning deck that are adjacent to this building.

Athletic fields are available throughout the campus for soccer, baseball and softball. Numerous courts are also available for tennis, volleyball, racquetball, handball, in-line skating, and basketball.

The waterfront at Lake Jovita, coordinated by the Recreation Office, provides opportunities for canoeing, sailing, boating, lakeside cook-outs, and recreational events.

The Cannon Memorial Library, enlarged and modernized in 1986 with a donation from the family of longtime College trustee Daniel A. Cannon, is a three-level building housing the Department of Library Services with approximately 130,000 volumes of material in print, audiovisual, microform, and computer-based formats. Typing rooms and photocopying areas are available. On the lower level is the Hugh Culverhouse Computer Instruction Center where there are classrooms and computer facilities available. The library also maintains a modern media listening and resource center.

ST. EDWARD HALL

Admission

Admission Procedures and Requirements

Campus students may obtain application forms from the Office of Admissions, Saint Leo College, P.O. Box 2008, Saint Leo, Florida 33574.

Saint Leo College is committed to policies which assure that there is no discrimination on the basis of age, sex, race, color, creed, religion, national origin or disability. The College prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities. Appropriate auxiliary aids and services to accommodate the needs of individuals with disabilities are coordinated through the College's Compliance Officer for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students with disabilities who require accommodation may contact Mrs. Lynn Roberts in the Office of Academic Support Services in Saint Francis Hall, Room 25, by telephone at (352) 588-8244, or by mail at Post Office Box 2006, Saint Leo, Florida 33574. Students seeking accommodations are responsible for providing the College with documentation of their disabilities.

Freshman Admission

Procedure. Students must have the following materials filed with the Admissions Office 30 days before the registration deadline of the session they are planning to attend:

1. Completed application form.
2. $35 application fee, which is neither refundable nor applicable against school fees.
3. An official transcript of high school credits, or certified copy of GED test scores, sent directly from the high school or testing center to the Admissions Office.
4. Scores on the College Board Scholastic Assessment Test (SAT) or the American College Test (ACT).
5. A recommendation from a high school guidance counselor or principal.
6. Veterans must submit the DD-214 form.

Requirements. In accordance with the Saint Leo College mission statement, all students will be considered for admission who, in the judgement of the College, show evidence of likely success in the academic programs offered at Saint Leo College. The College will use no single criterion to determine acceptance or rejection of applicants but each applicant will be evaluated based upon all of the information in the applicant's admission application. An admission decision will be determined on a combination of the following criteria:

1. Successful graduation, a GED certificate, or progress toward graduation from an accredited secondary school.
2. Coursework completed at the secondary school level. Preference will be given for the completion of a minimum of 16 academic units of high school course work, including four units of English, three units of mathematics (Algebra I, Algebra II, and Geometry), three units of social studies, two units of natural science, and four units of electives.
3. Results of the SAT or ACT examinations.
4. Recommendation from a high school guidance counselor, principal, or headmaster.

Honors Program

Students who are highly motivated and who are seeking an enriching academic experience may be considered for the Honors Program. The restricted size of the program limits the number of students who may participate in the program while they are pursuing a bachelor's degree at Saint Leo College. See Honors Program under the Academic Programs section.

Early Admission

Exceptionally well-qualified students may be considered for admission to Saint Leo College prior to graduation from high school. To be considered for Early Admission, the following is needed:

1. The same credentials as a freshman candidate.
2. A strong recommendation from the high school counselor or principal.
3. A letter of recommendation from the student's parents.
4. A personal interview with the Director of Admissions.

Transfer Admission

Procedure. Transfer students must have the following materials filed with the Admissions Office 30 days before the registration deadline of the session they are planning to attend:

1. Completed application form.

2. $35 application fee which is neither refundable nor applicable against school fees.
3. An official transcript of courses taken at each college attended. If applying for financial aid, an additional transcript is to be sent to the Financial Aid Office. Transcripts must be mailed from the institution to the Office of Admissions.
4. A statement of social standing from the Dean of Students of the last institution attended.
5. Veterans must submit the DD-214 form.

Requirements. Transfer students normally need to have a minimum cumulative grade point average of 2.00 (C); and to have been in good standing at the previous institution attended. Transfer students receive an evaluation of transfer credit following their acceptance to Saint Leo College.

International Student Admission

Procedures. International students must have the following materials filed with the Admissions Office 60 days before the registration deadline of the semester they are planning to attend:

1. Completed application form.
2. $60 application fee which is neither refundable nor applicable against school fees. (All monies must be drawn on a U.S. bank and be payable in U.S. dollars.)
3. Scores on the Test of English as a Foreign Language (TOEFL). Scores on the SAT or ACT may be submitted in lieu of the TOEFL.
4. Certified copies of examination results, diplomas and course syllabus. One copy must be in the native language and one copy must be an English translation. It is the responsibility of the student to provide an English translation of all work completed.
5. Completed Proof of Financial Ability Form.

Requirements. International students must show a sufficient knowledge of English as demonstrated by a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). They are expected to have satisfactorily completed the requirements of a secondary school graduation or to have achieved satisfactory work at the last college or university attended. Specific requirements for admission are determined by the educational system the student has attended. International students seeking transfer credit from international institutions may be asked to obtain an evaluation of credit from the World Education Service if sufficient information is not available. A student visa (I-20) will be mailed to accepted international students upon receipt of a completed Proof of Financial Ability Form, reservation form, and a $100 deposit. International students may apply for the fall and spring semesters only.

Special Students

The College is prepared to admit a limited number of applicants who wish to take selected courses for credit but who do not wish to study for a degree. Students in attendance at another college must present a statement from their Academic Dean that they are in good standing and have permission to pursue courses at Saint Leo College. A special student is subject to the same academic regula-

tions and discipline as other students. Application for degree–seeking status should be made upon completion of 15 semester hours at Saint Leo College.

Education Majors

All students entering an approved Teacher Education Program must meet current State of Florida requirements.

Transfer Credit Policies

Students are classified as transfer students if they have previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned. To receive individualized information regarding the evaluation of transfer credits, students must first apply for admission and pay the application fee. Saint Leo College maintains the same transfer credit policies for the campus program and the Center for Distance Learning. The College will not provide a transcript of transfer credit until successful completion of at least one course at Saint Leo College. A student must be currently enrolled or have met residency in order to continue to have transfer credit from other regionally accredited institutions accepted by Saint Leo College. No quality points are available for transfer credit.

Traditional Transfer Credit

Saint Leo College recognizes transfer credit only from regionally accredited institutions. Credit that was earned 25 or more years ago on the date of application to Saint Leo College will be considered on a course by course, case by case basis at the time the transfer evaluation is prepared.

The maximum number of credits that can be transferred from and accepted from community or junior colleges for the Saint Leo College campus program is 64 hours.

The associate of arts degree holder may earn a bachelor's degree by electing one of Saint Leo College's majors, satisfying all degree requirements and completing a minimum of 30 credit hours with Saint Leo College, 15 of which must be in the major. After first applying all credit earned in the term of the associate of arts degree conferral and prior, all unmet Basic Studies I requirements will be considered satisfied by a transfer student who has earned an Associate of Arts degree.

The bachelor degree holder may earn a bachelor's degree by electing one of Saint Leo College's majors, satisfying all degree requirements and completing a minimum of 30 credit hours with Saint Leo College, 15 of which must be in the major. After first applying all credit earned in the term of the bachelor's degree conferral and prior, all unmet Basic Studies I and II requirements will be considered satisfied by a transfer student who has a bachelor's degree. Basic Studies III requirements will not be waived.

No quality points are awarded for transfer credit.

Permission to enroll in courses at another institution of higher education will be granted to students only in one of the following situations: (a) if the course the student wishes to take is not offered by Saint Leo College, (b) if the student is in senior status and is required to take a particular course for graduation which is not scheduled to be offered during that student's senior year, or (c) if the student has met residency but no longer has access to a Saint Leo College center. Prior approval to take courses elsewhere must be sought by the student in order to ensure that the course credits will be acceptable to the College and, where appropriate, would be applicable to the student's degree requirements. The student must meet with an academic advisor to request such an approval. Upon completion of a course taken elsewhere, the student must have an official transcript forwarded from the other institution to the Registrar at Saint Leo College.

Non-Traditional Transfer Credit

Saint Leo College recognizes non-traditional transfer credit earned or validated through the methods listed below. Saint Leo College does not normally grant experiential credit, nor does it sponsor an experiential learning assessment system.

Military Career Experience

Credit (up to a maximum of nine semester hours) may be granted for duration of military service based upon individual evaluations of official military records by the Registrar of the College. The following guidelines normally apply:

Semester Hours	Type / Duration of Military Service
2	Enlisted Service, 1 - 6 months
4	Enlisted Service, 6 months to 2 years
6	Enlisted Service, greater than 2 years

8 Commissioned Officer Service under O-6
9 Commissioned Officer Service over O-6

Military Service Courses and Training

Credit for military courses and training may be granted, based on formal evaluation by the Registrar and credit recommendations in the guides to the evaluation of military credit published by the American Council on Education (ACE). The maximum limit upon this category of transfer credit is 24 semester hours.

Formal Educational Programs and Courses Sponsored by Non-Collegiate Organizations

The College recognizes credit recommendations established by the American Council on Education and published in The National Guide to Educational Credit for Training Programs.

Standardized Examinations

The College recognizes the following standardized examinations at the credit levels and, with specific exceptions, passing scores recommended by the respective testing services.

1. American College Testing Program Proficiency Examination Program - (ACT PEP)
2. College Level Examination Program (CLEP) - General examinations and specific subtests. Up to 30 credits may be earned through the General Examinations. Information on CLEP exams may be obtained by contacting College Entrance Examination Board, Box 592, Princeton, NJ 08450.
3. Defense Activity for Non-Traditional Education Support - (DANTES) and United States Armed Forces Institute (USAFI) standardized tests.

The maximum limit on standardized examination transfer credit (CLEP General, CLEP Subject, DANTES and USAFI) is 40 semester hours. All such credit will be listed on the student's transcript and will not be removed once it has been transcripted.

Advanced Placement

Saint Leo College invites applications from students who have taken College Board Advanced Placement Examinations. Students with a score of 3 or higher will be awarded credit. Actual course application will be assigned by the appropriate dean.

Readmission

Campus students who voluntarily or involuntarily withdraw from the College for one or more full semesters lose degree-seeking status. Students who wish to return to the College must submit an application for readmission to the Admissions Office at least one month before the intended date of their reentry to the College. Students who have attended another institution during their absence from Saint Leo College must have all academic credentials sent to the Admissions Office.

Students who have been suspended for academic deficiencies or for disciplinary reasons for one or more semesters must submit a written appeal and append it to their application for readmission to the Admissions Office.

Evaluation of the Applicant

If the application forms and other required records of the applicant are complete and in proper order, the application will be submitted to the Admissions Committee for evaluation. Final acceptance of each applicant will be determined by the Director of Admissions. The acceptance of admission by the transfer student is also an agreement of the evaluation of credits accepted by the College. Appeals concerning transfer credit may be made to the Registrar.

Center for Distance Learning students will receive a formal evaluation of transfer credit after the complete application package has been received by the resident center. Appeals concerning transfer credit must be made through an advisor at the center. The College will not provide a transcript until successful completion of course work at Saint Leo College.

Academic Programs

The liberal arts curriculum of Saint Leo College acquaints students with the major areas of human knowledge — the humanities, natural sciences, and social sciences — and allows them to pursue a major in the discipline of their interest and talent, encouraging them to relate knowledge gained from other disciplines with the principles of their chosen major. The liberal arts curriculum offers students the opportunity to gain greater knowledge of themselves, to develop a concern for others and ultimately to acquire insight into their responsibilities in the world.

There are three core features to the Saint Leo College curriculum: Basic Studies, the major, and electives.

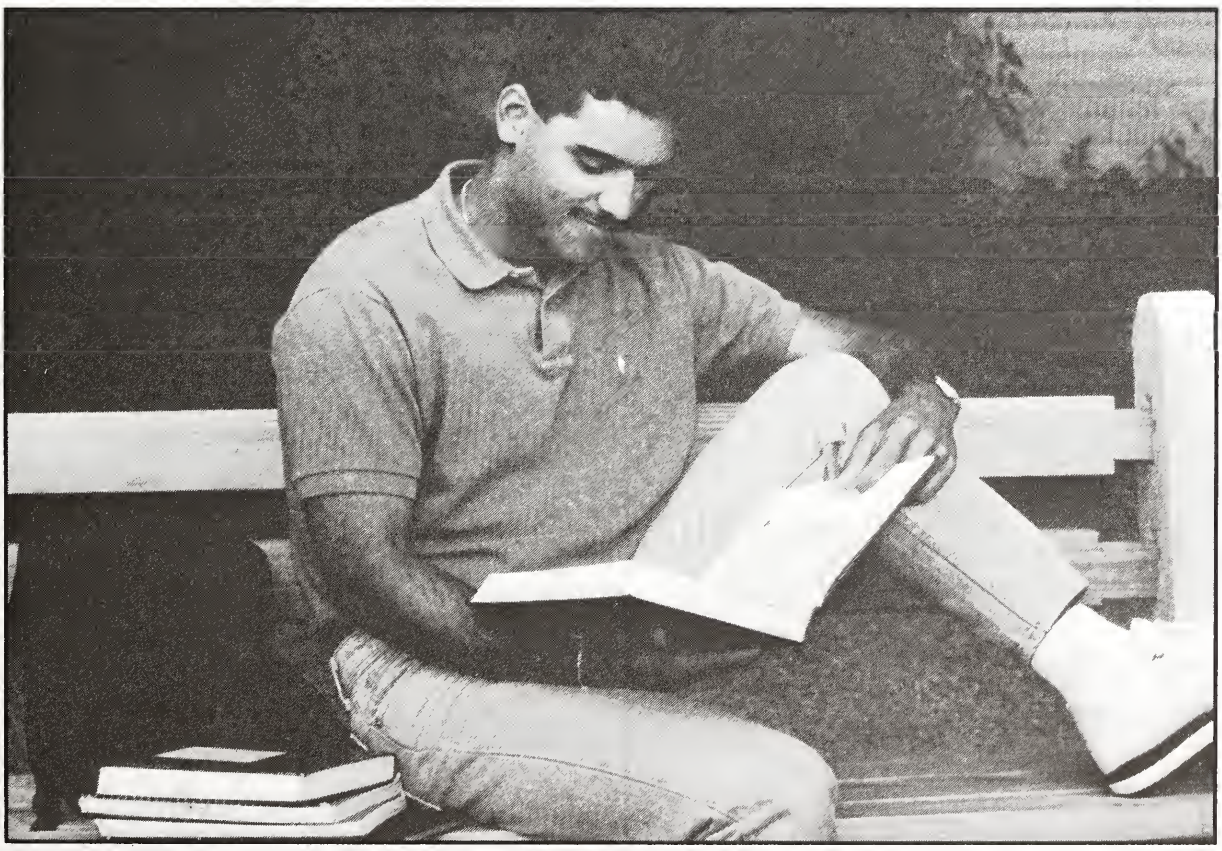
Basic Studies

Recognizing the need for its students to become acquainted with the major branches of human knowledge, Saint Leo College places strong emphasis on a liberal exposure to the arts and sciences through its program of basic studies. Faculty advisors aid students in selecting courses that will best contribute to their educational and vocational goals.

The Basic Studies program consists of three components, Basic Studies I, Basic Studies II, and Basic Studies III; all are required for all bachelor's degree programs. There is also a physical education requirement.

No course may be used to satisfy more than one requirement in Basic Studies I, Basic Studies II, or Basic Studies III.

Basic Studies I requires a minimum of 30 credits (ten courses), Basic Studies II requires a minimum of 15 credits (five courses), and Basic Studies III requires a minimum of 3 credits (one course).



Basic Studies I

Students are required to take a total of ten courses chosen from the list below. The number of required courses is indicated for each subject section below. This page is designed for your use as a checklist in planning your course of study. No course may be used to satisfy more than one requirement in Basic Studies I, Basic Studies II, or Basic Studies III.

English

(Both courses are required)

- ❑ ENG 121 Composition
- ❑ ENG 122 Composition and Literature

Mathematics

(One 3 semester hour course from the following)

- ❑ Mathematics (MAT 131 or higher level math excluding MAT 201)

Natural Sciences

(One 3 semester hour course from the following)

- ❑ Biology (BIO)
- ❑ Chemistry (CHE)
- ❑ Environmental Science (ENV)
- ❑ Oceanography (OCE)
- ❑ Physics (PHY)
- ❑ HON 251 The Scientific Revolutions

Fine Arts

(One 3 semester hour course from the following)

- ❑ Art (ART)
- ❑ Dance
- ❑ Fine Arts (FAS)
- ❑ Music (MUS)
- ❑ Theatre
- ❑ ENG 202 Creative Writing
- ❑ HON 250 The Humanistic Tradition

Humanities

(One 3 semester hour course from the following)

- ❑ Art (ART)
- ❑ Dance
- ❑ Fine Arts (FAS)
- ❑ Foreign Language
- ❑ Humanities (HUM)
- ❑ Music (MUS)
- ❑ Speech (SPH)
- ❑ Theatre
- ❑ ENG 202 Creative Writing
- ❑ ENG 221 Survey of English Literature I
- ❑ ENG 222 Survey of English Literature II
- ❑ ENG 223 Survey of American Literature I
- ❑ ENG 224 Survey of American Literature II
- ❑ ENG 225 Survey of World Literature I
- ❑ ENG 226 Survey of World Literature II
- ❑ ENG 311 Survey of Major Writers of the 20th Century
- ❑ ENG 317 Survey of African American Literature
- ❑ HON 250 The Humanistic Tradition
- ❑ HON 351 The Modern World View

Religion

(One 3 semester hour course from the following)

- ❑ Religion (REL)
- ❑ HON 151 The Christian Vision

Philosophy

(One 3 semester hour course from the following)

- ❑ Philosophy (PHI)
- ❑ HON 150 The Classical World View
- ❑ HON 151 The Christian Vision
- ❑ HON 251 The Scientific Revolutions

Economics and Political Science

(One 3 semester hour course from the following)

- ❑ Economics (ECO)
- ❑ Political Science (POL)
- ❑ HON 150 The Classical World View

Social Science

(One 3 semester hour course from the following)

- ❑ Sociology (SOC)
- ❑ Psychology (PSY)
- ❑ Social Science (SSC)
- ❑ HON 150 The Classical World View
- ❑ HON 350 The Human Condition Re-examined
- ❑ HON 351 The Modern World View

Total: 10 courses

Basic Studies II

Students are required to take a total of five courses chosen from the list below. The number of required courses is indicated for each subject section below. This page is designed for your use as a checklist in planning your course of study. No course may be used to satisfy more than one requirement in Basic Studies I, Basic Studies II, or Basic Studies III.

Literature

(One 3 semester hour course from the following)

- ❑ ENG 221 Survey of English Literature I
- ❑ ENG 222 Survey of English Literature II
- ❑ ENG 223 Survey of American Literature I
- ❑ ENG 224 Survey of American Literature II
- ❑ ENG 225 Survey of World Literature I
- ❑ ENG 226 Survey of World Literature II
- ❑ ENG 311 Survey of Major Writers of the 20th Century
- ❑ ENG 317 Survey of African American Literature
- ❑ HON 250 The Humanistic Tradition
- ❑ HON 351 The Modern World View

Mathematics or Science

(One 3 semester hour course from the following)

- ❑ Mathematics (MAT 131 or higher excluding MAT 201)
- ❑ Biology (BIO)
- ❑ Chemistry (CHE)
- ❑ Environmental Science (ENV)
- ❑ Oceanography (OCE)
- ❑ Physics (PHY)
- ❑ HON 251 The Scientific Revolutions

Religion

(One 3 semester hour course from the following)

- ❑ Religion (REL)
- ❑ HON 151 The Christian Vision

Religion or Philosophy

(One 3 semester hour course from the following)

- ❑ Religion (REL)
- ❑ Philosophy (PHI)
- ❑ HON 150 The Classical World View
- ❑ HON 151 The Christian Vision
- ❑ HON 251 The Scientific Revolutions

History

(One 3 semester hour course from the following)

- ❑ History (HTY)
- ❑ HON 150 The Classical World View

Total : 5 courses

Basic Studies III

Students are required to take one course described below. This page is designed for your use as a checklist in planning your course of study. No course may be used to satisfy more than one requirement in Basic Studies I, Basic Studies II, or Basic Studies III.

Computer Literacy

(The following 3 semester hour course is required)

- ❑ COM 130 Computer Literacy

Basic Instruction in Physical Education

General education at Saint Leo College provides a liberal education for the whole person. The physical education department assists in the development of a healthy body by providing campus students with a two-credit course in Concepts of Wellness. This course emphasizes personal assessment and design of personal fitness programs and provides information on facts affecting health related aspects of fitness and wellness. PED 102 Concepts of Wellness is a graduation requirement for the associate's and bachelor's degrees. Physical health is also developed and encouraged on the home campus through participation in an extensive intramural program and the use of the fitness center.

Students who meet one of the following criteria are exempt from the Basic Physical Education requirement:

1. Have an associate degree from another accredited institution.
2. Have at least two years of active military duty.
3. Are 35 years of age or older.
4. Are an employee of the College.
5. Are enrolled in the Center for Distance Learning program.

Physical education medical waivers are handled through the Office of Academic Support Services. Students granted waivers in physical education are not required to take an additional course.

Majors

Students usually select their major before the completion of their sophomore year. However, they may begin their major as early as the first semester of their freshman year if they are certain about their educational and vocational goals. In fact, if they expect to enter a graduate or professional school upon graduation from Saint Leo College, students should decide on their major early. If they plan to teach, they should not delay their decision beyond the first semester of their sophomore year in order to complete the required professional courses in education in a four-year period.

Intensive study in a major usually begins in the first semester of the junior year. To declare or change to another major, students should consult with their advisor. For the associate's degree, student may select only one of the available majors, either liberal arts or business administration. For the bachelor's degree, students may earn up to two majors or a major and a minor. After conferral of a Saint Leo College bachelor's degree, a student may take courses with Saint Leo College to earn a second major or specialization or a minor. Additional transfer credit will not be accepted after the initial conferral of the bachelor's degee; all unfulfilled requirements must be completed with Saint Leo College.

Students who plan to teach at the secondary level must complete the professional courses in education in addition to all courses required in their major.

Saint Leo College offers the following degrees: Master of Business Administration, Master of Education, Bachelor of Science, Bachelor of Social Work, Bachelor of Arts, and Associate of Arts.

Students electing a Master of Business Administration degree major in Management. Students electing a Master of Education degree major in Teacher Leadership.

Students electing the Bachelor of Science degree major in the following fields:

Biology
Environmental Science
Health Care Administration
Medical Technology

The biology major is the recommended preprofessional curriculum for students intending to pursue careers in medicine, dentistry and veterinary science.

Students electing the Bachelor of Social Work degree major in Social Work. The Social Work program is accredited by the Commission on Accreditation of The Council on Social Work Education.

Students electing the Bachelor of Arts degree major in the following fields:

Accounting
Business Administration
  Accounting Specialization
  Computer Information Systems Specialization
  Health Services Management Specialization
  Management Specialization
  Marketing Specialization

- Restaurant and Hotel Management Specialization
- Technology Management Specialization
- Specific Career Objective Specialization
- Criminology
  - Administrative Specialization
  - Combined Specialization
  - Human Services Specialization
  - Field Placement Specialization
- Elementary Education
- English
  - English Secondary Education
  - Literature
  - Writing
- History
  - History Secondary Education
- Human Resources Administration
- Human Services
  - Human Behavior Specialization
  - Social Services Specialization
- International Studies
- Physical Education Secondary Education
- Political Science
- Psychology
- Public Administration
- Religion
- Sociology
- Sport Management

Teacher education programs that lead to certification and have been approved by the State of Florida Department of Education:

- Elementary Education (1-6)
- English Secondary Education (6-12)
- History Secondary Education (6-12)
- Physical Education Secondary Education (6-12)

Other areas in which teacher certification may be awarded through a course-by-course transcript evaluation by the State Department of Education:

- Biology Secondary Education (6-12)

Students electing an Associate of Arts degree major in liberal arts or business administration. Students may not double major in liberal arts and business administration.

Each major and minor are described in the Programs of Study section of this catalog.

Minors

Programs of study leading to a minor are offered in some areas. A minor requires a minimum of 15 semester hours and a maximum of 21 semester hours. No more than half of a minor's requirements can be satisfied by transfer or standardized testing credit. Students wishing to minor in a field may use no more than two courses they have taken in their major to apply toward the requirements for their minor. For the bachelor's degree, a student may earn two majors or a major and a minor. A minor is not required for graduation.

Electives

Students must complete enough elective hours to fulfill the minimum 120 academic credits required for graduation.

In consultation with the academic advisors, students may choose electives from the courses listed in this catalog under "Courses of Instruction," provided the prerequisites for the courses have been met.

Special Academic Programs

Honors Program

The honors program serves the special needs and interests of the most highly motivated and academically talented students, providing them with an opportunity to reach their potential for leadership, both inside and outside the classroom.

The program offers academic challenge and discipline through an integrated sequence of courses, supplemental academic and cultural activities, and entry into a community of scholars. These features provide honors students with an enriched and cohesive liberal arts education.

Through their studies, honor students are able to enjoy the experience of analytical thinking, independent learning, intellectual discussion and critical expression. The curriculum covers Western civilization from its origins to the present and consists of an integrated sequence of six courses plus two research courses:

HON 150	The Classical World View	(3 Cr)
HON 151	The Christian Vision	(3 Cr)
HON 250	The Humanistic Tradition	(3 Cr)
HON 251	The Scientific Revolutions	(3 Cr)

HON 350	The Human Condition Re-examined	(3 Cr)
HON 351	The Modern World View	(3 Cr)
HON 498	Honors Research Methods	(1 Cr)
HON 499	Senior Honors Project	(3 Cr)

The program is for the most part not an addition to the usual course of study but is another way for students to earn their bachelor of arts degree. Honors courses may be substituted for Basic Studies requirements as follows:

HON 150	History, Political Science, Sociology, or Philosophy
HON 151	Religion or Philosophy
HON 250	Fine Arts or Literature
HON 251	Science or Philosophy
HON 350	Psychology or Sociology
HON 351	Literature or Social Science

Moreover, with the appropriate dean's approval, the research courses may satisfy upper-division major requirements.

The honors program is affiliated with the National Collegiate Honors Council, an organization of over 200 colleges and universities that serves as the national organization for honors programs. In addition, Saint Leo College participates in the Southern Regional Honors Council which is an affiliate of the National Collegiate Honors Council. In recognition of outstanding academic achievement, Saint Leo provides an Eighth Semester Tuition Grant for students who complete the honors program and meet the Grant's requirements. The Grant is awarded in an amount sufficient to cover the eighth semester tuition costs of a maximum of 17 semester hours for which students do not have applicable financial aid. To receive the Grant, students must remain in good standing in the honors program through three and one half years at Saint Leo, maintaining a 3.5 cumulative grade point average.

The admission requirements to the program are usually a high school grade point average of 3.0, a TSWE score of 50, and a combined SAT score of 1,100 or an ACT score of 24. Students who complete the freshman year with a 3.25 or higher grade point average may also be invited to join the program.

For further information and application forms, contact the Director of the Honors Program, P.O. Box 2158, Saint Leo College, Saint Leo, Florida 33574-4102.

Student Honor Societies

The Saint Leo College student honor society, Delta Nu, is a member of the Delta Epsilon Sigma National Scholastic Honor Society, which was founded in 1940 for students, faculty and alumni of colleges and universities with a Catholic tradition. The purposes of the society are to recognize academic accomplishments, to foster scholarly activities and to encourage a sense of intellectual community among its members. To be eligible for membership, a student must have acquired 62 credit hours (60 credit hours in the Center for Distance Learning), and maintained a grade point average of 3.50.

The Alpha, Alpha, Alpha chapter of Sigma Tau Delta, the International English Honor Society, was chartered in 1990 to brevet distinction upon undergraduates, graduates, and scholars in academia, as well as upon professional writers who have recognized accomplishments in linguistic or literary realms of the English language. To be eligible for membership, a student must have earned at least 45 hours of college credit, a minimum of two college courses in English language or literature beyond the usual requirements in freshman English, and a grade point average of 3.50 or better overall and in English.

Preparation for Professions

Basic preprofessional courses leading to graduate study or to entrance into professional schools are offered in a number of fields: law, medicine, dentistry, osteopathy, nursing, social work, veterinary science and others.

Students who expect to use the liberal arts as a foundation for more specialized study at another institution are advised to consult an advisor in their special field of interest for a suggested outline of required subjects, and also to consult the catalog of the institution where they intend to continue their studies. Requirements are fairly uniform within a given field but do vary somewhat among professional and graduate schools.

Individual Studies

It is the College's position that the preferred course delivery format is a regular classroom setting where a group of students and the faculty

member engage in interactive dialogue. This classroom format fosters a high degree of meaningful learning. This is particularly true in some courses, such as senior seminar or capstone courses. Moreover, this format is usually more effective for a student who has previously attempted but failed to pass a course. In other situations, however, it may be necessary to deliver a course as a directed study. In these cases, the student would meet with the faculty member on an individual basis usually once a week to complete the course requirements.

A request from a student for directed study may be approved by the division dean or the center director only when there are human and physical resources available to accommodate the request and only in the following circumstances:

1. The student is in his or her last term of three or fewer courses and a required course is not being offered in that term at an accessible Saint Leo College location.
2. The student is enrolled in his or her last term of three or fewer courses and a scheduled required course is cancelled because of inadequate enrollments.
3. The student has a physical disability which prevents him or her from attending a required course held in an inaccessible classroom and the class cannot be moved to an accessible classroom.

The College also offers another type of individual study, which is an independent study. In this type of course, the student pursues a subject under the direction of a faculty member, using such support materials as video tape, computer disk, written text, or combinations thereof. On completion of the prescribed work, the student reports to the faculty member and is graded either on a paper, project or written examination.

Both types of courses are recorded by title followed by the initials DS. Students using VA benefits or some other types of financial aid may not receive full benefits or aid for courses with a DS designation.

Servicemembers Opportunity College

As a member of the institutional network of Servicemembers Opportunity Colleges (SOC), Saint Leo College participates in the SOCAD-2 and the SOCAD-4 (Army) networks, as well as the SOCNAV-2 and SOCNAV-4 (Navy) networks. The College supports the SOC statement of principles and criteria as a framework for policies that are fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students. SOC Agreements are prepared at the time of the transfer evaluation for all active duty Army, Navy, and Marine Corps members applying for SOC-network majors. Military family members may request agreements for SOC-network majors through their center or at the division office for campus students.

Military Science

Army Reserve Officer Training Corps. The Army Reserve Officer Training Corps at Saint Leo College offers a four-year and a two- year Officer Training Program leading to a commission as a second lieutenant in either the United States Army Reserve or the regular Army. Depending on the students' academic major, their desires, and the needs of the Army, this commission may be in any one of the Army's 16 branches.

The course of instruction emphasizes theoretical and practical leadership. It is divided into Basic (MS I and MS II) and Advanced (MS III and MS IV) courses. Admission to the Basic Course is open to full-time students, who will complete the four-year program before their 28th birthday and are physically qualified. Admission to the Advanced Course is competitive. The ROTC campus coordinator must approve all applicants. In addition, all advanced students must pass mental and physical examinations and have received credit for the Basic Course.

Credit for the Basic Course may be given for prior military training or for participation in secondary school ROTC programs. Credit for the entire Basic Course may be received by attending summer camp under the two-year ROTC Program.

Freshmen and sophomores participate in ROTC on a voluntary basis with no obligation whatsoever to the military. A student who wishes to continue with postgraduate work may be deferred from call to active duty for up to four years after commissioning.

For additional information, contact Saint Leo College, U.S. Army ROTC, P.O. Box 2126, Saint Leo, Florida 33574, (352) 588-8256 or (813) 474-4065.

TKE
TKE/ΣM
TAKE 1
ΣM
AND
TKE
WALK
OF
FAME
ΣM

Academic Resources and Support Services

Academic Advising

All students are responsible for meeting all of the academic requirements for graduation. Students should seek advice from academic advisors on a regular basis, but any advising errors do not exempt the student from the responsibility of meeting all degree requirements. All degree-seeking transfer students are provided with a formal evaluation recognizing transfer of credit and specifying associate degree requirements. When a student declares an associate or baccalaureate degree major, the College prepares a program outline specifying the degree requirements.

Academic Support Services

Saint Leo College is committed to policies which provide an equal opportunity for full participation of all qualified individuals with disabilities. The College prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities. Appropriate auxiliary aids and services to accommodate the needs of individuals with disabilities are coordinated through the Office of Academic Support Services. Students with disabilities who require accommodation may contact Mrs. Lynn Roberts in the Office of Academic Support Services in Saint Francis Hall, Room 25, by telephone at (352) 588-8244, or by mail at Post Office Box 2006, Saint Leo, Florida 33574. Students seeking accommodations are responsible for providing the College with documentation of their disabilities.

CLAST Administration

Requirements for Students Receiving the Florida Resident Access Grant or Florida State Assistance Grant. Students who receive financial aid from the state of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. MAT 131 College Mathematics or a higher level math must be completed successfully before the semester in which the CLAST is taken. Failure to take the CLAST by the time a student earns 60 credit hours will result in loss of aid for that student until the CLAST is taken.

Failure on one or more of the CLAST subtests does not result in loss of aid provided the student completes the courses designed by the College as remedial courses for these particular subjects and retakes the exam during the term for which state aid is desired. Students may not enroll in COL 102 04 CLAST Mathematics Remediation unless they have already taken and passed MAT 131 or higher.

CLAST tests are given three times a year. To apply for the CLAST, please contact the Institutional CLAST Administrator, Saint Leo College, P.O. Box 2158, Saint Leo, FL 33574-4012. Applications are also available from the Financial Aid office. A test fee is assessed each time a student registers for the CLAST.

Computer Instruction Services

Saint Leo College encourages students to gain a knowledge of computers. The College provides facilities and instruction to prepare students to be effective computer users in their upper-division courses. The Computer Instruction Center is the focal point of education in computer information systems. It has two large state-of-the-art microcomputer classrooms and is the center for all laboratory studies.

Intercollegiate Athletics

The Intercollegiate Athletic Program is conducted under the auspices of Saint Leo College, the Sunshine State Conference and the National Collegiate Athletic Association, Division II. The College offers competition for men in cross country, soccer, basketball, baseball and tennis, and for women in cross country, volleyball, basketball, softball (fast pitch), and tennis.

In order to participate in intercollegiate athletics, students must be free from academic or disciplinary probation. Students must ensure that professors are informed in advance of their scheduled absences. This may be accomplished by providing each faculty member with a list of scheduled

dates of absences. Freshmen and transfer students must qualify for athletic participation under the NCAA By-law 14.3 as follows:

> *Successfully complete a high school core curriculum of a least 11 academic courses including at least three years in English, two years in Mathematics, two years in Social Science, and two years in natural or Physical Science (including at least one laboratory class if offered by the high school) as well as a 700 combined score on the SAT verbal and math sections or 17 composite score on the ACT.*

To provide each student the opportunity for physical activity, the College has an Activities Center that features a gymnasium with two basketball and volleyball courts, and a weight-training room.

In addition to the Activities Center, there are outdoor lighted racquetball and tennis courts; a lighted baseball field; an outdoor basketball court and soccer and softball fields. A commercial 18-hole golf course is adjacent to the campus.

The Department of Library Services

The Department of Library Services' primary mission is to provide materials, information resources, and services needed by students pursuing a liberal arts education and seeking an understanding of themselves and their world. The library staff assists students and faculty wherever located in using knowledge available in a variety of formats -- print, microform, audiovisual and electronic media. Librarians aid faculty instruction by providing materials which support the curriculum and by teaching classes in library use. The goal is to produce a student who can function successfully in an increasingly complex world of information.

The library provides special off-campus library support services to students and faculty by facilitating direct telecommunication and by agreements with local libraries.

Enlarged and modernized in 1986 with a donation from the family of long time College trustee Daniel A. Cannon, the three-level building housing the Department provides a suitable environment for both individual and group study. Typing rooms and a copying area are available. On the lower level is the Hugh Culverhouse Computer Instruction Center where classes and computer access are available. The modern fully automated library maintains a media listening and resource center supporting the instructional program. An Instructional Materials Collection on the third floor supplies special resources for students majoring in education.

In addition to 130,000 volumes, the library has 800 current periodical subscriptions and more than 1,200 periodical titles in the total collection.

Reference and information services are enhanced by many CD-ROM resources and on-line computer searching with access to OCLC databases.

The library's collection is strengthened by participation in networks and cooperatives permitting interlibrary loan exchanges throughout the United States. The library is a member of OCLC, Inc. and SOLINET, the Tampa Bay Library Consortium, and the Florida Library Information Network.

Outcomes Assessment

In keeping with the College's commitment to program improvement, and in accordance with the criteria regarding institutional effectiveness established by the College's accrediting agency, the Southern Association of Colleges and Schools, the College has established several measures to assess its effectiveness in meeting its stated educational goals.

Students may be required to take tests or complete surveys designed to measure basic studies achievement and/or achievement in selected major areas for the purpose of evaluating institutional effectiveness. A test fee is assessed for certain comprehensive exams.

The Writing Center

The Writing Center is designed to help students improve the quality of their writing in all of their courses. Students, regardless of class standing and rank, can visit the Writing Center for assistance at all stages of the writing process: pre-writing, writing, rewriting and editing. They may either drop in during center hours or may be referred by a professor.

Academic Regulations

Academic Term

The campus academic program and the civilian centers follow the semester system during the academic year. The campus undergraduate program continues in a five-week (May-June) Summer Session. The normal student course load for the Summer Session is two three-credit courses and a two-credit course in physical education. Enrollment in the Summer Session is optional. Restaurant and Hotel Management students enrolled in RHM 425 Restaurant and Hotel Management Internship I, RHM 426 Internship II, or RHM 427 Internship III during the Summer Session are considered to be taking a full-time schedule even though only three semester hours are awarded for completion.

The civilian centers continue in a 14-week Summer Session. The military centers offer five terms in the academic year, starting about August 1 and ending in the last week of July.

Registration

All students register for courses during the registration period prior to the beginning of the term. Saint Leo College reserves the right to cancel the registration of any student who fails to conform to the rules of the College.

The College offers degree programs on campus, and externally through the Center for Distance Learning. Students enrolled in any one of these programs must formally request permission to enroll in courses in either of the other programs. The request should be directed to an academic advisor in the program in which the student is enrolled.

Course Load and Overload

Twelve credits is the minimum course load which a campus student may take and still be considered a full-time student. Students normally carry 12 to 17 credit hours.

Students who wish to take 18 or more credit hours must have a minimum cumulative grade point average of 2.50. In order to enroll in courses that would constitute a course overload students must have approval of their academic advisor and academic dean. Any student who is registered for 18 or more credits after the drop/add period will be charged tuition at the rate of $320 per credit hour.

Audit

Audit students must be regular in attendance and must make regular class preparation. No tests or examinations are required. No grade or credit is given. Tuition and fees are the same for both credit and audit courses, including the $320 per credit hour tuition rate for campus students who register for 18 or more credits. A change from credit to audit will not be permitted after the first week of the semester.

Classification of Students

Students are classified according to the number of credits earned. Listed below are the requirements for the respective classifications:

Freshman - a student with fewer than 30 earned credits.

Sophomore - a student with at least 30 and fewer than 60 earned credits.

Junior - a student with at least 60 and fewer than 90 earned credits.

Senior - a student with at least 90 earned credits.

Special - a non-degree-seeking student.

Class Attendance

An educational program centered upon classroom instruction is predicated on the concept of regular class attendance. In support of this concept, the following principles and procedures are practiced:

1. Faculty members include a course attendance policy in their syllabi.
2. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings, particularly their scheduled classes immediately preceding and following the Thanksgiving, Christmas and spring breaks. **Judgments regarding what constitutes reasonable cause are the prerogative of the faculty member.**
3. Minor children of faculty or students are not permitted in the classroom during regularly scheduled class meetings.
4. Should a student be required to miss a class for reasons beyond his control, it is the

student's responsibility to notify the faculty member promptly. Faculty are required to keep attendance records for compliance with various federal regulations. Student absences may have a deleterious effect on the student's grades or continuing eligibility for financial assistance. Students whose attendance becomes unsatisfactory to the extent of adversely affecting their course performance may incur academic penalties as applied by the faculty member.

5. In the case of absences caused by College sponsored activities, students are allowed to make up such portions of work missed, including examinations, as the faculty member deems necessary. **Students are expected to make necessary arrangements before the planned absence from class and are responsible for all material covered during their absence.**

Academic Honor Code

As members of an academic community that places a high value on truth and the pursuit of knowledge, Saint Leo College students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Unless otherwise specified by the professor, students must complete homework assignments by themselves (or if on a team assignment, with only their team members). If they receive outside assistance of any kind, they are expected to cite the source and indicate the extent of the assistance. Each student has the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism or any other form of academic dishonesty.

Academic dishonesty is representing another's work as one's own, active complicity in such falsification, or violating test conditions. Plagiarism is stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source.

The College will hold students responsible for safeguarding their work against plagiarism by others. For example, papers left on hard drives or floppy disks are easily copied, and when two or more students submit papers that are essentially the same, it is often impossible to determine which version was written first and which was plagiarized. In cases of this nature, the actions of both students will be reviewed by the Committee and appropriate sanctions may be awarded to one or all students.

Questions of academic honesty are of great importance to Saint Leo College. Infractions are addressed by the Office of Academic Affairs. When there is a reason to suspect that a student has violated either the College's policy on academic honesty or the classroom faculty member's specific codes as outlined in the course syllabus, the faculty member must, in person and if possible, in private, discuss the charges and the evidence with the student. Without taking any punitive action, the faculty member will submit a written report as soon as possible to the Academic Standards Committee for the home campus or the center director in the Center for Distance Learning program. The report of the faculty member will normally include these points:

1. The faculty member's charge against the student.
2. The evidence supporting the faculty member's charge.
3. A summary of the discussion between the student and the faculty member, including any admission or denial of guilt by the student.

Upon receipt of the faculty member's report, the Academic Standards Committee or an ad hoc committee appointed by the center director for the Center for Distance Learning, will schedule a hearing and inform the student, in writing, of the date and time of the hearing. The Committee will also enclose copies of the faculty member's report.

A student is not permitted to withdraw from a course while the infraction is under investigation. The student is required to attend the hearing.

If the student does not attend the hearing, the Committee will render a default judgment with appropriate sanctions.

After reviewing the evidence and hearing the argument of both parties, the Committee will render a decision on the charge and determine any sanctions that are appropriate.

The sanctions for academic dishonesty such as cheating on an examination, plagiarism, forgery of academic documents (including signing another's name), the copying of computer programs or information, and similar offenses, are as follows:

1. The minimum sanction for the first offense is an F for the test or assignment but the usual sanction is an F in the course in which the

violation took place. No provision will be made for the student to receive a W.

2. The minimum sanction for the second offense is an F in the course, but the usual sanction is suspension of the student from Saint Leo College.

Circumstances that would justify sanctions greater than the minimum include the student's previous academic and disciplinary record at the College or the particularly flagrant nature of the offense.

The campus student may appeal the decisions of the Committee to the Vice President for Academic Affairs who may accept or modify any finding, conclusion, or suggested sanction in the Committee's recommendation and issue the final decision of the College as soon as practical. The final authority rests with the Vice President for Academic Affairs.

The Center for Distance Learning student may appeal the decisions of the ad hoc committee to the Assistant Vice President for Academic Affairs. The Assistant Vice President for Academic Affairs may accept or modify any finding, conclusion or suggested sanction in the recommended decision and issue the final decision of the College as soon as practical. The final authority rests with the Assistant Vice President for Academic Affairs.

It is the responsibility and obligation of each student personally to uphold the Academic Honor Code. Students are required to report any observed instance of academic dishonesty to the faculty member.

Drops, Adds, and Withdrawals

Students enrolled in the Center for Distance Learning program should refer to the Center for Distance Learning section of this catalog.

During the drop/add period, students may change courses without a fee. Drops and adds are handled through the student's advisor. After the first week of a semester there is a $15 fee for each course withdrawal.

Each student has the prerogative of dropping a course until the end of the first week of classes and after that a grade of "W" will be assigned until the final published date for withdrawing. The official recording date of all withdrawals will be the last day scheduled for withdrawing from classes. Students who fall below 12 semester hours will not be full-time students and may lose their eligibility for financial aid. Failure to attend class or merely giving notice to a faculty member will not be regarded as an official notice of withdrawal.

Withdrawal from the College

If students find it necessary to withdraw from the College for any reason, they must do so officially to obtain honorable academic withdrawal.

Withdrawal forms are available in the Student Affairs Office for campus students and the procedure outlined thereon must be followed. Center for Distance Learning students should contact their academic advisor to withdraw from College. Students who fail to carry out the specified procedures will be considered to be continuing students and may receive a failure (F) in all courses for the semester in which they registered.

Since early withdrawal cannot be officially recognized until the student completes the procedures for withdrawal, there can be no refund, if any applies, until the form is filed and receipted. The effective date of withdrawal will be the date the completed form is submitted.

Final Examinations

For courses offered in the home campus program, final examinations are scheduled after the last instructional class period of each semester and summer session. Campus students should not plan to leave campus until after the last day of final exams for the fall, spring and summer terms, and they are advised to make their travel arrangements for the entire year as early as September. The final exam schedule is announced at the start of the semester to give students time to make travel arrangements.

Course Challenge Examination

Full-time students with a cumulative grade point average of 2.50 or higher may seek to earn credit for a course through examination. Permission to take an examination is granted by the dean in the division in which the course is taught. The student will be charged the usual tuition rate for the course in addition to a $50 administration fee which must be paid in advance and is non-refundable.

To receive credit, the student must achieve a grade of "C" or above. If the student does not achieve a grade of "C" or above, no entry will be made on the permanent transcript record.

Credit from Standardized Tests

A maximum of 40 semester hours of standardized testing credit will be accepted as applying toward graduation. All such credit will be listed on the student's transcript and will not be removed once it is transcripted. Information about credit by examination may be obtained by contacting an academic advisor.

Students may receive credit after successfully completing any of the following standard examinations:

Advanced Placement Examinations
American College Testing Program
Proficiency Examination Program (PEP)
College Level Examination Program (CLEP)
General and Subject Examinations
(Up to 30 credits may be earned
through the CLEP General Examinations.)
Defense Activity for Non-Traditional
Educational Support (DANTES)
GED College Level Examinations

Grading

		Quality Points Per Credit Hour
A	Superior Performance	4.0
B+	Excellent Performance	3.5
B	Very Good	3.0
C+	Above Average	2.5
C	Average	2.0
D	Below Average	1.0
F	Failure	0.0
FA	Failure Absences	0.0
I	Incomplete	0.0
P	Pass	0.0
W	Withdrawn	0.0
WE*	Withdrawn Excused	0.0
AU	Audit	0.0

* Due to extended temporary duty assignment of active duty students at the military centers only. A copy of official TDY orders must accompany the request for WE.

Incomplete work (I) is counted as a failure (F) if the work is not made up by the end of the following semester. An incomplete grade (I) once completed will reflect the same term date the course was originally taken; however, degree conferral date will be determined by the actual date the incomplete course work was completed.

Quality points are assigned only to grades earned at Saint Leo College.

Grade Point Average

The grade point average (GPA) is determined by first multiplying the credit hours attempted by the quality points earned and then dividing the total quality points earned by the total hours attempted. For example:

Course	Hours Attempted	Grade	Quality Points	Total Quality Points	
FAS 121	3	A	(4)	12.00	(3x4)
SPA 111	3	B	(3)	9.00	(3x3)
CHE 121	3	D	(1)	3.00	(3x1)
HTY 121	3	F	(0)	0.00	(3x0)
ENG 121	3	C+	(2.5)	7.50	(3x2.5)
	15			31.50	

Grade Point Average: 31.50 / 15 = 2.1 GPA

Note: No quality points are awarded for transfer credit.

Grade Changes

A grade may be changed only by the faculty member administering the course. Changes in grade are permitted only when a computational error has been made. A student who feels that an improper grade has been received must notify the faculty member immediately upon receipt of the grade. All grades are final three months after they are posted.

Repeated Courses

Students may repeat any course that they wish, and are encouraged to repeat all courses failed prior to degree conferral in order to raise their cumulative grade point average. Students will have their cumulative grade point average adjusted to reflect only the higher grade earned. However, the record of attempting all courses with the original grade will remain on the permanent record.

Grade Reports and Permanent Records

All official grade reports are mailed to the student's home address. Each term's grade report is prepared for each student showing the student's progress for that term. As grade reports are generated each term, the student's progress is checked against the grade point standards at the appropriate level and action is taken as required.

Permanent academic records of all students are maintained by the Registrar. Disciplinary records of campus students are maintained by Student Affairs. Disciplinary records of Center for Distance Learning students are maintained by the Center for Distance Learning. Financial Records are maintained by the Office of Finance and Accounting.

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which requires that the College maintain the confidentiality of students' educational records and establish a policy for annually notifying students of their rights under the law and how they may exercise those rights.

In accordance with the Act, Saint Leo College allows access to a student's educational records to all college officials who have a legitimate educational interest in the student's records. The College does not not disclose or allow access to any information from students' educational records to anyone outside the College **except** (a) to officials of another institution in which the student intends to enroll, (b) to authorized representatives of the Comptroller General of the United States, the Secretary of the United States, or state educational authorities, (c) to determine eligibility or for enforcement of financial aid programs, (d) to state agencies which require disclosure under state laws existing before November 19, 1974, (e) to organizations conducting certain studies for or on behalf of the College, (f) to accrediting organizations to carry out their functions, (g) to parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954, (h) to comply with a judicial order or lawful subpoena, (i) to appropriate parties in a health or safety emergency, (j) directory information as designated by the College, (k) as otherwise allowed by law or (l) when the student has provided written consent.

For all outside disclosures of information which are made without the written consent of the student, the College maintains a record in the student's file of the name of the party who obtained the information and the legitimate interest which the person had in obtaining the information.

The College has designated the following as directory information: student name, address, telephone number, date and place of birth, major, minor, dates of attendance, degrees, awards and honors received, the most recent educational institution attended, participation in recognized activities, and height and weight of members of athletic teams. As stated above, directory information may be released without the student's prior written consent unless the student has requested that directory information be withheld by completing a Request to Withhold Directory Information Form which may be obtained in the Office of the Registrar or in the center office. The Request will remain on file until withdrawn by the student.

The College presumes that home campus students are dependent as defined by the Internal Revenue Code. Therefore, parents of dependent students shall be granted access to all educational records unless a student provides the College with legal documentation which indicates that the student is not considered a dependent of the parent, such as a copy of the parent's most recent Federal income tax form or a custody court order.

The College presumes that Center for Distance Learning students are not dependent as defined by the Internal Revenue Code. Therefore, parents of such students shall not be granted access to the student's educational records unless the parent provides the College with legal documentation which indicates that the student is a dependent of the parent, such as a copy of the parent's most recent Federal income tax form.

Students are annually notified of their rights under the Act by publication in the Student Handbook. Students have the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is not satisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing is unsatisfactory. Students wishing to review their educational records must make written requests to the Registrar listing the items of interest. The records will be provided within 30 days of the request. Students may request that copies be made of their records with charges being assessed at the prevailing rate set by the Registrar.

Educational records do not include records of instructional, administrative, and staff personnel which are the sole possession of the maker and are not accessible or revealed to any individual, records of the security department as they pertain to law enforcement, student health or psychological records, employment records, or alumni records which do not relate to the person as a student. Health records may be reviewed by a licensed physician selected by the student. In addition, students do not have the right to inspect or review the financial information submitted by their parents, confidential letters and recommendations to which the right of inspection has been waived, and educational records containing information about more than one student, in which case students will be permitted access only to the parts of the record that pertain to them.

Students who believe that their educational records as maintained by the College contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may request that the Registrar amend the records. The Registrar will review the request and render a written decision within 30 days of the request. If the student's request is denied, the student may request a formal hearing in writing. The hearing panel will be designated by the Vice President for Academic Affairs and will schedule a hearing within 30 days of the student's request. The student will be provided with a reasonable notice of the date, place, and time of the hearing. At the hearing, the student may present evidence relevant to the issues and may be assisted by persons of their choice, including attorneys, but at their own expense. The decision of the hearing panel is final and will be based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision and will be forwarded to the student and all interested parties. If the decision requires that the student's record be amended, the appropriate College official responsible for maintaining the record will correct the record. If the student is dissatisfied with the decision of the panel, he/she may place a statement in his/her educational record commenting on the information in the record. Such statement will be released whenever the record is disclosed.

English Language Proficiency

The Saint Leo College English language proficiency requirement may be satisfied in either of two ways:

1. By achievement of a score of 550 or above on the Test of English as a Foreign Language (TOEFL) or
2. By completion of Level 109 at any ELS Language Center located in the United States.

Gordon Rule

Saint Leo College actively promotes writing across the curriculum. Consequently, its students fulfill the requirements of the state of Florida's Gordon Rule within the communications area.

Transcript Requests

Official transcripts of the permanent record may be released to a student or to others with the student's written permission. Requests for transcripts must bear the student's signature (required by the Family Rights and Privacy Act of 1974). Each request must contain the student's social security number, program enrolled (campus or Center for Distance Learning), number of transcripts required and the complete mailing address to which each transcript is to be sent. The College will not provide a transcript of transfer credit until successful completion of course work at Saint Leo College.

Transcripts should not be requested until the grade report for the preceding term has been received. Master's and bachelor's degrees are conferred on the date of the commencement ceremonies and four other dates: January 1, June 1, September 1 and November 1. Associate's degrees are conferred on the first of each month. All incomplete work (I) must be completed by the conferral date. Transcript requests may be delayed until degree conferral has been completed. There is a $5 fee for each transcript requested.

Students requesting transcripts must be financially cleared at the time the request is received by the Registrar for processing. If a student is clearing a financial obligation at the time of the request, clearance to release the transcript could take up to ten working days. If a student is financially cleared at

the time the request is received, processing will be completed within two working days. All transcript requests should be ordered directly from the Registrar, Post Office Box 2278, Saint Leo, Florida 33574.

Academic Sanctions Policy

In order to continue in good standing, a student must maintain a minimum grade point average of 2.0. The system of academic sanctions is designed to identify and help, as well as warn, those students who are in danger of not qualifying for degrees at the end of their senior year.

The College reserves the right to require remedial action on behalf of students who are placed on academic warning or probation. Such action may include, but is not limited to, requiring students to repeat failed courses, take a reduced course load, or change their program of study. The Academic Standards Committee sets these regulations and conditions.

Academic sanctions contained herein conform with NCAA eligibility standards. Members of varsity sports programs and students receiving financial aid must inform themselves of additional eligibility requirements of these programs.

Academic Warning

Students who earn below a 2.00 semester grade point average in any semester will be placed on academic warning at the beginning of the next semester.

In addition, campus students who fail two or more courses or the equivalent of 50 percent of their course load in any semester or who are not making satisfactory progress will be placed on academic warning at the beginning of the next semester.

Freshmen on academic warning are not eligible to seek membership in a fraternity or sorority.

Academic Probation

Freshmen who earn below a 1.60 cumulative grade point average or who receive failing grades in more than two courses at the completion of the first academic year will be placed on academic probation. Sophomores who earn below a 1.80 cumulative grade point average or who receive failing grades in more than two courses at the completion of the second academic year will be placed on academic probation. All other students in their third or subsequent academic year with a cumulative grade point average below 2.00 will be placed on academic probation.

Students who are on academic or disciplinary probation cannot hold or run for an office, participate in selected activities, pledge a Greek organi-

zation or be a candidate for any kind of honor including participation in the graduation ceremony. Students who are on academic or disciplinary probation are also ineligible to represent the College in intercollegiate athletics competition. More detailed information concerning disciplinary probation may be found in the Student Handbook.

To maintain eligibility to participate in selected activities, campus students must remain free from academic or disciplinary probation and must earn an average of 12 credits for each semester they are enrolled.

Academic Suspension

Students whose cumulative grade point averages are deficient for their academic levels are subject to academic suspension. The criteria for determining academic suspension are: (1) semester hours attempted at Saint Leo College; and (2) student classification, based on total earned hours, including hours in residence and hours in transfer. The Office of Academic Affairs will formally suspend academically deficient center students every term. Center for Distance Learning students will be reviewed for academic sanctions after they have earned 24 attempted hours at Saint Leo College. The cumulative grade point averages required to ensure that a student is academically eligible to remain in college are as follows:

Semester Hours Attempted	Student Classification	Cumulative GPA
Fewer than 24 Attempted Hours at Saint Leo	Freshman (0 - 30 Earned Hours)	1.50
	Sophomore (30 - 60 Earned Hrs)	1.70
	Junior to Senior (More than 60 Earned Hrs)	2.00
24 to 37 Attempted Hours at Saint Leo	Freshman (0 - 30 Earned Hours)	1.75
	Sophomore (30 - 60 Earned Hrs)	1.80
	Junior to Senior (More than 60 Earned Hrs)	2.00
38 or more Attempted Hours at Saint Leo	Sophomore (30 - 60 Earned Hrs)	1.80
	Junior to Senior (More than 60 Earned Hrs)	2.00

Appeals. Students have the right to appeal academic suspensions. If students wish to appeal for immediate reinstatement, they must do so within one week of the official notification by the College. A successful appeal lifts suspension but academic probation remains.

For campus students, appeals from academic suspensions must be made in writing to the Registrar. Students who are registered in the Center for Distance Learning should appeal to the center director.

Reinstatement. Students suspended from Saint Leo College for poor academic performance may apply for readmission after one year.

The petition for reinstatement must be submitted to the Registrar at least one month before the intended date of reentry to the College. Students who are registered in the Center for Distance Learning petition through their center director. The petition must include students' personal assessments regarding the factors that led to their suspension and what they would do positively to alter their academic status. In addition to a personal statement, students are expected to obtain recommendations from their advisor and at least one faculty member or their dean. Fulfilling these conditions does not guarantee reinstatement and a student who is reinstated remains on academic probation.

The Vice President for Academic Affairs determines whether to deny or grant a request for reinstatement and determines the conditions of reinstatement. In the case of students in the Center for Distance Learning, the Assistant Vice President for Academic Affairs grants or denies requests for reinstatement and determines the conditions of reinstatement.

Veterans Benefits and Academic Progress. To maintain VA eligibility, veterans and other eligible persons must maintain the academic standards described herein. Failure to attain the minimum grade point average by the end of the second civilian centers' semester or the fourth military centers' term will result in the termination of VA benefits.

Students who lose VA eligibility due to failure to maintain standards of progress may regain academic eligibility by completing the College's reinstatement procedures. In addition to the College's reinstatement requirements, students who have been suspended must fulfill all VA requirements to gain reinstatement of benefits.

Academic Dismissal

Students whose academic standing is so poor that, in the judgment of the College, improvement of the grade point average to 2.00 is unlikely will be academically dismissed. Dismissal is permanent termination of student status from Saint Leo College. Students who have been dismissed may not be readmitted to the institution under any circumstances.

Degree Requirements

Students come under the academic requirements of the Catalog in effect at the time of matriculation. These requirements must be completed within five years from the date of the original transfer evaluation. Requests to extend this five-year time period must be submitted to the division dean or center director for consideration on a case-by-case basis.

To earn the associate degree in Liberal Arts, students must meet the following requirements:

1. Complete a minimum of 60 academic credits.
2. Complete the two credit course, PED 102 Concepts of Wellness.
3. Complete Basic Studies I.
4. Complete Basic Studies III.
5. Attain a minimum cumulative grade point average of 2.00.
6. Complete such comprehensive examinations as may be required by the College.
7. Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
8. Fulfill the academic residence requirement of a minimum of 15 semester hours to be taken with Saint Leo College.
9. Satisfy all financial obligations.
10. Apply for graduation. Campus students may obtain an application for graduation in the Office of the Registrar. Center for Distance Learning students may obtain an application for graduation at their center.

To earn the associate degree in Business Administration, students must meet the following requirements:

1. Complete a minimum of 60 academic credits.
2. Complete the two-credit course, PED 102 Concepts of Wellness.
3. Complete Basic Studies I.
4. Complete Basic Studies III.
5. Complete all the requirements of the Business Administration major for the associate degree.
6. Attain a minimum cumulative grade point average of 2.00.
7. Attain a minimum cumulative grade point average of 2.00 in the major courses.
8. Complete such comprehensive examinations as may be required by the College.
9. Demonstrate competence in reading, writing, oral communications skills and fundamental mathematical skills.
10. Fulfill the academic residence requirement of a minimum of 15 semester hours to be taken with Saint Leo College.
11. Satisfy all financial obligations.
12. Apply for graduation. Campus students may obtain an application for graduation in the Office of the Registrar. Center for Distance Learning students may obtain an application for graduation at their center.

To earn the bachelor's degree, students must meet the following requirements:

1. Complete a minimum of 120 academic credits.
2. Complete the two-credit course, PED 102 Concepts of Wellness.
3. Complete Basic Studies I, Basic Studies II, and Basic Studies III.
4. Complete a minimum of 39 hours of course work at the 300-400 level.
5. Attain a minimum cumulative grade point average of 2.00.
6. Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
7. Complete all the requirements of the student's academic division and major.
8. Attain a minimum cumulative grade point average of 2.00 in the major.
9. Complete such comprehensive examinations as may be required by the College.
10. Fulfill the academic residence requirement of a minimum of 30 semester hours to be taken with Saint Leo College.

11. Fulfill the academic residence requirement of a minimum of 15 semester hours in the major to be taken with Saint Leo College.
12. Satisfy all financial obligations.
13. Apply for graduation. Campus students may obtain an application for graduation in the Office of the Registrar. Center for Distance Learning students may obtain an application for graduation at their center.

To earn the master's degree in business administration, students must meet the requirements set forth in the Graduate Business Studies Bulletin which may be obtained by contacting the Office of Graduate Business Studies at Post Office Box 2067, Saint Leo, FL 33574 or by telephone at (352) 588-8311.

To earn the master's degree in education, students must meet the requirements set forth in the Master of Education Program Bulletin which may be obtained by contacting the Office of Graduate Studies in Education at Post Office Box M, Saint Leo, FL 33574 or by telephone at (352) 588-8309.

Academic Residence Requirements

Two academic years or six semesters are normally needed to earn the master's degree.

Four academic years or eight semesters are normally needed to earn the bachelor's degree.

Two academic years or four semesters are normally needed to earn the associate's degree.

To satisfy academic residence requirements for the master's and bachelor's degrees, students must complete a minimum of 30 credits at Saint Leo College. For the bachelor's degree, a minimum of 15 of the 30 hours required to be taken with Saint Leo College must be in the major. Campus students must also be in attendance during the last two semesters. To satisfy academic residence requirements for the associate's degree, students must complete a minimum of 15 credits at Saint Leo College.

Students with a bachelor's degree awarded from another accredited institution must complete academic residence requirements and all other degree requirements. Students may not earn two bachelor's degrees unless the student fulfills the requirements of two majors for which two different types of bachelor's degrees are awarded, such as a bachelor of arts for a major in accounting and a bachelor of science for a major in biology. In each instance, a minimum of an additional 30 semester hours must be completed with the College in order to satisfy academic residency and major or specialization requirements.

Campus students who have satisfied the academic residence requirements and have completed all but nine credits of their degree credits may request permission to take these final credits elsewhere. In order to do so, they must petition in writing through their division dean for special consideration. Petitions require the endorsement of the dean and approval of the Vice President for Academic Affairs.

Application for Graduation

Campus students must make formal application for graduation in the Office of the Registrar. A $100 fee is required for graduation, even if the student chooses not to participate in the graduation exercises.

Center for Distance Learning students make formal application through their center.

In order to provide time for a thorough research of the applicant's record, the application must be submitted two semesters prior to anticipated graduation in order to facilitate a degree audit.

Students should note the difference between degree completion date and degree conferral date. The degree completion date is the end date of the term in which all requirements have been satisfied. Degree conferral dates are specific dates authorized by the Board of Trustees for release of diplomas. Master's and bachelor's degrees are conferred on the date of the commencement ceremonies and four other dates: January 1, June 1, September 1 and November 1. Associate's degrees are conferred on the first of each month. All incomplete work (I) must be completed by the conferral date. While diplomas are held pending the next conferral date, the College will document degree completion through a letter signed by the Registrar and validated by the raised seal of the College. Students are encouraged to allow 30 days for processing when requesting transcripts to document degree completion.

Commencement Exercises

The College has one formal graduation with academic regalia each year at the home campus at the completion of the spring semester. Students who have met all the requirements of Saint Leo College for receipt of the master's or bachelor's degree and have met all financial obligations may participate in commencement ceremonies. Students who will have a maximum of eleven (11) credit hours left for degree completion at the end of the spring semester may request permission from their division dean or resident center director to participate in the commencement ceremonies, provided that they can provide evidence that all remaining coursework will be completed by September 1st following commencement.

Graduation with Honors

Students who have earned at least 30 credits at Saint Leo College and have the specified cumulative grade point averages will receive the following honors for bachelor's degree conferrals:

Summa cum laude	3.90 and above
Magna cum laude	3.75 and above
Cum laude	3.50 and above

Honors calculation for spring semester candidates participating in commencement ceremonies will be based on the cumulative grade point average earned at the end of the previous semester. Honors are not awarded with the associate of arts degree. Notice is hereby given that the criteria for honors will be changed in the 1997-1998 Saint Leo College Catalog.

Awards

The Dean's List

At the end of the fall semester and spring semester, those students who have earned at least 12 new credits with a term grade point average of 3.50 or higher are recognized by placement on the Dean's List. Recognition for students enrolled in the military centers will occur after grades are posted for each of their five terms for those students who have earned at least 12 new credits during the previous two terms with a combined grade point average of 3.50 or higher. Notice is hereby given that the criteria for Dean's List recognition will be changed in the 1997-1998 Saint Leo College Catalog.

Graduation Awards

The following awards are given to members of the graduating class:

The **Clara McDonald Olson Scholarship Award** to the graduating student earning the highest scholastic average. Students receiving this award must have received all of their college credits from Saint Leo College.

The **John I. Leonard General Excellence Award** to the member of the graduating class who best embodies the qualities of character, scholarship, service, leadership and general excellence for which Saint Leo College stands.

The **Abbot Marion Bowman Activities Award** to the member of the graduating class whose participation and leadership in extracurricular activities have been of the highest order.

The **Thomas B. Southard Leadership Award Sabre** to the Army ROTC graduate who best demonstrates leadership achievement in both Advanced Camp at Fort Bragg, North Carolina and on-campus ROTC classes and labs at Saint Leo College. The military sabre is donated by the Alumni Relations Office and the Department of Military Science.

Campus Ministry

Campus Ministry at Saint Leo College is dedicated to integrating the spiritual aspects of campus life with the academic life. It is a very broad-based ministry in the sense that it seeks to be the link that brings together all the people in college life by facilitating the deeper exploration of the Catholic character of the College amongst administrators, faculty, staff, and students. All are invited and encouraged to attend various events, liturgies, retreats, social gatherings and other community centered offerings.

The Office of Campus Ministry is staffed by two full-time campus ministers and located in the lower-level of the McDonald Center. The Student Chaplain program provides an expanded pastoral presence through peer ministry.

Campus Ministry is also responsible for the Campus Chapel, a quiet and holy place, where anyone can pause and spend some time in reflection and prayer. The Community lounge and kitchen provide places for everyone to meet, relax, socialize, share a meal, and participate in campus ministry programs.

Our Mission Statement

Campus Ministry is a community dedicated to the spiritual and religious well-being of Saint Leo College. It serves all members of the Saint Leo College community including students, faculty, staff, and administrators. Campus Ministry supports their quest for spiritual maturity through worship, education, service and leadership. Believing that all are empowered by the Spirit, we encourage them to recognize and use their gifts for the welfare of the people of God in a familial, ecumenical, challenging and compassionate environment.

Campus Ministry is here to:

- Make the liturgical life of the campus come alive for the College community.
- Provide retreat experiences.
- Assist in service programs both on and off campus.
- Provide spiritual direction.
- Provide educational programs to deepen awareness of God, self, and others.
- Provide student chaplaincy training and ministry.
- Provide and encourage residence hall programs.
- Provide individual counseling of either spiritual or personal nature.
- Provide and encourage Bible study and prayer groups.
- Provide pastoral care in times of illness, death in family, and/or death of friend(s).
- Provide ecumenical prayer services, penance services, regular liturgies, Sundays, weekdays, and on other Holy Days or special event days.
- Provide opportunities to explore our Catholic Benedictine heritage.
- Provide sacramental preparation for marriage and other sacraments through the Rite of Christian Initiation for Adults (RCIA) including Baptism, Confirmation, Eucharist and Reconciliation.
- Provide opportunities for participation in volunteer missionary experiences in developing countries and the United States throughout the year.

Student Affairs

The College approaches student life as a means of educating the whole person and building community on campus. Extra-curricular activities and organizations, various leadership and service opportunities, and social and recreational events are designed to provide a well-rounded education.

At the heart of educating the whole person is the development of values by which all persons can live productive and balanced lives. Saint Leo College recognizes that working with others through out-of-classroom projects, activities and events builds individual leadership, promotes community on campus and creates a vibrant student life experience and strong school spirit for all. All students are strongly encouraged to become involved in campus activities and organizations.

Departments within Student Affairs are designed to assist a student's growth and development as a whole person. Students are encouraged to become acquainted with these various departments including the Career Development Center, Counseling Center, Health Services, Recreation, Residential Life/Housing, Student Activities, and the Office of the Vice President for Student Affairs.

The Office of the Vice President for Student Affairs is located in de Chantal Hall. Students with personal and campus concerns and questions should contact the Vice President or Student Affairs staff for assistance and information. The Vice President for Student Affairs encourages active student involvement in campus events and organizations. The Vice President for Student Affairs and student affairs staff practices a student-centered, student-first philosophy of service. The student Code of Conduct, which is in place for the safety and well-being of our campus community, is enforced by the Vice President for Student Affairs. The Student Affairs staff is further involved in student life by sponsoring programs and events, planning and coordinating new student Orientation, providing leadership training and sponsoring The Nightly Grind coffee house.

Student Involvement

As active members of the College community, students are encouraged, individually and collectively, to express their views on institutional policy and matters of general interest to the student body.

Students can participate in the formulation and application of institutional policy, affecting both academic and student affairs, through standing committees, Student Leadership Coalition, and numerous ad hoc committees and organizations. Students concerned with a particular issue should contact the department director or division dean.

Code of Conduct

Students are expected to display respect for individuals and their rights within the Saint Leo College community setting. Persons on the campus are expected to express themselves through conduct which does not deny other individuals the freedom to express their own individuality socially, emotionally, intellectually, and spiritually, and does not deny other individuals their rights.

The *Student Handbook,* which is provided at the beginning of each year, contains detailed information concerning student guidelines and policies, the judicial system, and disciplinary sanctions. All students are required to read, know, and abide by the College's guidelines and policies for students. Students are responsible for their behavior and the behavior of their guests at all times. Students may be suspended from the College if they are judged to be disruptive or at odds with normal standards of good citizenship. A student whose conduct on or off campus is damaging to the special interests of the College may expect disciplinary action. Saint Leo College maintains the right to dismiss or suspend any student for reasons that the administration deems to be in the best interest of the College.

Orientation

All first-year and transfer students are required to attend Orientation programs when they arrive in August or January. These programs are mandatory and are designed to acquaint students with the campus, the academic programs, Student Affairs offices and services, College policies, the faculty, staff and administration, and the other members of the student body. Students are expected to become familiar with all College services and policies at this time. Participation in the Orientation program sets students on a path towards success at Saint Leo College.

The Nightly Grind

The cellar of Saint Francis Hall is the location of The Nightly Grind coffee house which is entirely student operated. A variety of specialty coffees and desserts are offered. Several Internet computers are available from 10 a.m. to 2 a.m. seven days a week. The Nightly Grind offers a venue for reading, entertainment, and musical performances.

Career Development Center

The Career Development Center, located in de Chantal Hall, provides a variety of services designed to contribute to the development of students who are well-prepared to enter the workplace upon graduation.

Because choosing an academic major is extremely important, individual counseling is available through the Career Development Center for students who need assistance with career related issues or in choosing a major. Workshops are offered throughout the year on such topics as: developing a co-curricular transcript, interviewing and communication skills, resume preparation, and decision-making.

The Career Resource Library, open to all students Monday through Friday when the College is open, houses information on career planning, non-academic internships and summer employment opportunities, current job vacancy listings, employer publications, and an extensive selection of graduate school catalogues. Computers are available for student use in accessing the Internet to "browse the Job Web", conducting self-directed interest inventories, and preparing resumes and job search correspondence.

Placement assistance is provided for graduating seniors, including the establishment of credentials files, on-campus recruiting, access to career fairs, and networking information. Graduate school application materials are also available through the Career Development Center. Alumni of the College are eligible for all Career Center services.

Counseling Center

The Counseling Center, located in de Chantal Hall, works closely with Health Services and Residential Life to promote student health and development. Counseling is provided in a confidential setting where students can discuss their individual problems and needs to assist them in coping with issues that affect them both academically and personally. There is no charge for services that include: study skills classes and personal study skills assistance, short-term personal counseling, professional assistance in crisis situations, referrals to community-based mental health resources, and campus-wide presentations and workshops on mental health and developmental issues.

Health Services

Saint Leo College has always been vitally concerned with the promotion of good health for its students. To this end, a complete medical exam, immunization records, and current immunizations are required of all full-time new students. The college has a mandatory Accident and Sickness Insurance Plan for all students taking 12 or more credit hours. Insurance fees are contained in the general student fee each semester. Students must be enrolled in the plan in order to complete registration. Saint Leo College is not responsible for payment of any medical bills incurred for treatment of accident or sickness.

The College Health Center is located in de Chantal Hall and a full-time licensed nurse is employed by the College to assist students in their health care issues. Referrals to local physicians, dentists and health care facilities are provided by the nurse.

Recreation

Saint Leo College believes that recreation provides a special contribution to a holistic education. The Recreation Department, located in de Chantal Hall, has four divisions: intramural, outdoor recreation, lakefront activities, and pool activities.

The Intramural Sports Program provides an opportunity for all students, faculty, and staff members to participate in organized recreational competition. Structured leagues and tournaments are offered in an array of sporting activities. Some of the sports offered are soccer, softball, volleyball, flag football, tennis, racquetball, cross country running, basketball, golf, and swimming.

The central Florida environment lends itself to a wide variety of outdoor recreational activities, therefore, numerous outings are planned throughout the school year for student participants. Typi-

cal scheduled events include day hikes, overnight camping, roller-blading, canoeing, biking, and horseback riding.

Saint Leo College is located directly on Lake Jovita. Many activities are offered that involve this beautiful natural setting. Basic sailing lessons are conducted regularly during the school year. The picnic facilities and sand volleyball court bordering the lake are frequently used for student events. Paddle boats, sailboats and canoes are available for student use.

The outdoor swimming pool is open on a daily basis nine months a year. Lifeguard training courses and WSI courses are offered every semester. Students with lifeguard certification are eligible to work at the pool. Fully equipped weight rooms are available for student use on a daily basis. Students can choose between a full line of Nautilus equipment and free weights in several campus locations.

Residential Life

Saint Leo College students have a unique opportunity for personal growth. Residence hall living offers new freedoms, and therefore, new responsibilities. Community is the concept on which residence hall living is based. It is expected that residents are responsible community members who respect the rights of others and adhere to College policies. Within this context of personal and community responsibilities and individual rights, the College encourages individual choice of personal lifestyle and behavior.

There are a variety of housing options available on campus depending on grade point average and number of earned credit hours. Marmion and Snyder Halls and Benoit and Henderson Halls are traditional style buildings for men or women. Roderick Hall is for upper class students and provides suite style housing with private bedrooms and bathrooms. Alumni Hall provides private rooms and baths for both double and single occupancy for students 21 years of age and older. Special attention is given to the selection of compatible roommates, based on information that students provide in their housing materials. Although every effort is made to honor the building and roommate preferences of each student, the College reserves the right to make final room assignments.

Because the College believes the residential experience is an integral part of the students' total education and development, all full-time students (12 or more credit hours) are required to live in the residence halls. Exceptions are made for those students living with parent(s) or legal guardian(s). Exemptions can be requested for married students, veterans, and senior students with over 90 earned credit hours. Students who request an exemption from the residence policy, or a release from their housing contract, should do so in writing to the Director of Residential Life by April 1 for Fall semester, or by December 1 for Spring semester.

The Residence Halls are staffed by professional hall directors and a student team of resident assistants. The Residential Life staff provide a wide variety of events and activities to suit a broad range of student interests. They are accessible and available to assist residents with personal needs, and they work to unite the community of students in each residence hall.

More detailed information concerning the residence hall services, policies, and programming can be found in the *Student Handbook* which is distributed to every student at the opening of the academic year.

Student Activities

The Office of Student Activities is devoted to encouraging student participation in campus events and organizations in an effort to further educate the student as a whole person. The Student Activities Office sponsors campus events and advises campus organizations regarding their event planning. Campus organizations include the Student Government Union, which is the governing group representing the student body and produces campus events. Service organizations, student publications, Greek chapters, and academic and social clubs are also active on campus. The Student Activities Office issues a monthly calendar of campus events. The goal of the Student Activities Office is to provide a wide range of opportunities for student involvement and to appeal to the interests of our diverse student body thus creating a vibrant campus life for students.

Student Services

Meal Plan

The College provides food service on campus during the regular academic year, and resident students are required to select one of the available meal plan options. Day students may also select a meal plan by contacting the Vice President for Student Affairs. Meal plan exemption requests are considered on a case-by-case basis, and must be submitted, **in writing**, to the Office of the Vice President for Student Affairs. Additional food services are provided by The Cage, located on the lower level of the McDonald Student Center.

Motor Vehicles on Campus

All students are eligible to register and use motor vehicles as long as they comply with the College traffic regulations. Vehicles must be registered with the Safety and Security Department. There is a registration and parking fee payable to the College at the time of registration. A current valid operator's license, a current copy of vehicle registration, and proof of insurance are prerequisites for vehicle registration.

Alumni Association

The Alumni Association was established in 1967 by the charter senior class of Saint Leo College. All graduates of Saint Leo College and recipients of honorary degrees are members of the association. In addition, former students who completed one year or more and whose entering class has graduated are eligible for membership.

The Alumni Association sponsors regional events in major cities across the country to afford the opportunity for alumni to keep the spirit of Saint Leo alive. Alumni involvement in our programs is imperative and we welcome alumni participation.

Alumni and their families are invited to the campus every year to the Alumni All-Sports Weekend. Also, special class reunions are scheduled to coincide with this weekend.

The Office of Alumni/Parent Relations, located in Saint Francis Hall, maintains the names and addresses of all alumni. This office serves as the vital link between Saint Leo College and the alumni of the College. To update your alumni records please call (352) 588-8250 or send information to Alumni/Parent Relations, Saint Leo College, P.O. Box 2227, Saint Leo, FL 33574.

Financial Information

College Expenses

	One Semester	Two Semesters
Tuition (12-17 hours)	$4,950	9,900
One-Time Enrollment Fee	200	200
Full-Time Fee	298	596
	$5,448	$10,696

Tuition Rates

The charge per credit hour is $171 through eleven credit hours. Thereafter, the following applies:

Credits	Charge
12-17	$4,950
18 and above	$320 per credit hour

Summer Session Tuition Rates

During the May Session students may take up to eight semester hours of credit for $171 per credit hour. Room charges and meal rates will be announced.

Residence Hall Room Semester Rates

Marmion/Snyder Double Room $1,300
Marmion/Snyder Double Single $2,050
Benoit/Henderson Double Room $1,400
Benoit/Henderson Double Single $2,150
Roderick Room/Physical Single $1,775
Alumni Double Room $1,600
Alumni Double Single $2,350

A limited number of single rooms are available.

Instructional Fees

CLAST Remediation Course Fee $75
CLAST Administration Fee $50
Course Challenge Exam
Administration Fee $50
Comprehensive Exam Fee $25
Directed Study Fee $25
Internship or Field Placement Fee $50
Photography Course Fee (ART 226) $40
Science in the Elementary School
Course Fee (EDU 338) $15
Science Laboratory Fee $60
Computer Laboratory Fee $60
(All COM courses, ACC201, ACC202, ENG020, ENG121C, MAT003, MAT201, and GBA498)
Physical Education Fee $25
(Per semester: First aid and safety, athletic injuries, lifesaving, sailing, water skiing, water safety instruction)
Private Instruction $120
(Per semester: Music)
Special Instruction ..... Per tuition rate schedule
(Per semester: audit, overload, directed study, course challenge exam)

Other Fees

Application Fee $35
International Student Application Fee $60
Enrollment Fee $200
(One-time charge)
Graduation Fee (Regardless of Participation in Commencement)
B.A., B.S., B.S.W. $100
A.A. $50
I.D. or Food Card Replacement $10
Registration/Transcripts/Withdrawal
Late Registration or Payment $25
Transcripts $5
Withdrawal (Each Course) $15
Reinstatement of Registration $15
Residence Hall Fees
Marmion/Snyder Double Room $1,300
Marmion/Snyder Double Single $2,050
Benoit/Henderson Double Room $1,400
Benoit/Henderson Double Single $2,150
Roderick Room/Physical Single $1,775
Alumni Double Room $1,600
Alumni Double Single $2,350
Room Reservation Fee (Non-refundable) ... $150
Full-Time Fee $298
(Per semester)
Tuition Deposit $100
(Per Semester)

Semester Meal Plan

The College provides a boarding program for all resident students. All resident students are required to be on one of the following meal plans:

Semester

PLAN I.
Seven days/19 meals $1,270
PLAN II.
Seven days/15 meals-breakfast or lunch or dinner $1,250

PLAN III
Seven days/12 meals-breakfast or lunch or dinner $1,230

Linen

Resident students are responsible for supplying their own linen.

Laundry

Coin Machines are available on and off campus.

Schedule of Payments

New students are to pay a $100 non-refundable tuition deposit in accordance with payment dates announced by the Admissions Office. Returning students are to pay a $100 non-refundable tuition deposit on or before June 15 for the fall semester and on or before November 15 for the spring semester in order to have their preregistration processed.

	Date	Amount
Fall Semester		
First Payment	July 15	$1,000
Balance Payment	August 22	As Billed
Spring Semester		
First Payment	December 1	$1,000
Balance Payment	January 1	As Billed

Methods of Payment

Saint Leo College Deferred Payment Plan

The College offers a deferred three payment plan. Students using the deferred three payment plan pay one-third of the total tuition due at the time of registration. The second payment is due the fifth week of the semester. The final one-third payment is due the tenth week of the semester. A processing fee will be charged.

Payments may be made by cash, check, MasterCard, Visa, Discover, or American Express.

Other Payment Plans

The College cooperates with insurance and tuition-plan companies to make monthly installment payments possible. All arrangements and contracts are made directly with the financing companies. To apply, write directly to one of the following participating companies:

Academic Management Services, Inc.
50 Vision Boulevard
East Providence, RI 02914
Phone 1-800-635-0120

Knight Tuition Payment Plans
855 Boylston Street
Boston, MA 02116-2611
1-800-225-6783

Refunds

In case of withdrawal from the College it is the responsibility of the campus student to make formal application through the Student Affairs Office before any refunds will be made. Center for Distance Learning students must notify the academic advisor at the center to withdraw from courses. Refunds are calculated on the basis of the amount payable, not on the amount actually paid.

Refunds of tuition as a result of complete withdrawal from the College are made on the following schedule after deductions for non-refundable amounts:

Tuition

Within drop/add period ..... 100 percent
Up to 10% of the term has been completed ..... 90 percent
More than 10% and up to 25% of the term has been completed ..... 50 percent
More than 25% and up to 50% of the term has been completed ..... 25 percent
More than 50% of the term has been completed ..... No Refund

Refunds of meal plans are calculated as a prorata amount of the meals not used after the effective date of complete withdrawal from the College.

Laboratory and special course fees are 100 percent refundable if complete withdrawal from College occurs before the end of the drop/add period. After classes begin, laboratory and special course fees are non-refundable.

Other non-refundable amounts are as follows:

$100	Tuition Deposit
$200	One-Time Enrollment Fee
$100	Withdrawal Administration Fee

All Housing Costs including $150 Room Reservation Fee are non-refundable.

Refunds for first time in college students who withdraw before 60% of the semester has been completed shall be calculated on a prorata basis as defined by federal regulations.

Refunds of tuition for withdrawal from courses offered at any center in the state of Georgia shall be made on the following schedule after deduction for a $50 administrative fee:

Within drop/add period ..... 100 percent
Up to 10% of the term has been completed ..... 90 percent
More than 10% and up to 25% of the term has been completed ..... 75 percent
More than 25% and up to 50% of the term has been completed ..... 50 percent
More than 50% of the term has been completed ..... No Refund

Appeals regarding refunds shall be submitted **in writing** to the Vice President for Business Affairs, Post Office Box 2246, Saint Leo, FL 33574.

Finance and Accounting Office Policies

1. The advance payment for each semester is non-refundable unless the student becomes academically ineligible. After classes begin, laboratory and special fees are non-refundable.
2. All regular charges are payable on or before the stated date for each term.
3. Students eligible for VA educational benefits may, under special circumstances, arrange for a deferment of tuition payments. Such deferment may be granted for one term at a time. It is the responsibility of the student to fulfill financial obligations to the College. Failure to do so may result in the student not being allowed to register in a subsequent term. Further information may be obtained from the Financial Aid Office on the home campus or from the College VA certifying officials at the centers.
4. Grants and loans administered by the College are credited to the student's account at the rate of one-half the amount of the award each semester. A student receiving an award from outside sources must present written evidence of the amount of the award and the manner in which it is to be paid if credit is to be allowed against semester charges.
5. Students on the Work-Study Program are paid semi-monthly by check for hours worked. A portion of a paycheck may be applied toward their fees.
6. In order to register, a student must make sure that all charges from a previous semester have been paid.

Questions Concerning Charges and Payments

All questions from center students relating to charges and payments should be directed to the center. All questions from campus students relating to charges and payments should be directed to the Office of Finance and Accounting:

Saint Leo College
Office of Finance and Accounting
P.O. Box 2097
Saint Leo, FL 33574-2097
Telephone: (352) 588-8486

Financial Responsibility

No transcripts, certificates of attendance, or certain other official documents will be released if a student has financial indebtedness of any kind to Saint Leo College.

Personal Property

The College is not responsible for loss or for damage to the personal property of students. Ordinarily the insurance carried by a parent automatically provides or can be extended for this purpose. Students are encouraged to examine their current policy or to secure personal property/rental insurance. Students are also encouraged to establish bank accounts at a local bank so they do not have large amounts of cash in their rooms.

Family Tuition Reduction

Families with more than one child attending Saint Leo College simultaneously as full-time students benefit from the following tuition schedule:
Two children
10% reduction per semester per child.
Three children
15% reduction per semester per child.
Four children
20% reduction per semester per child.

Student Financial Assistance

Financial Aid for Students Attending Home Campus

Students enrolled in the Center for Distance Learning program should consult the Center for Distance Learning section in this catalog.

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded to degree seeking undergraduate students regardless of sex, race, age, national origin, religious affiliations, disability, marital status or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States.

Financial aid is allocated on the basis of need, good moral character and academic promise and progress. Financial need is the difference between the amount of money a student and family can provide for an education and the cost of that education. Financial need is relative to college costs and family financial strength. A student who shows need at one college may not show need at another.

Financial need is determined by the federal government on the basis of the financial information provided on the Free Application for Federal Student Aid (FAFSA). This form is available in high school guidance offices and college financial aid offices. Students who do not demonstrate a need may avail themselves of a deferred payment plan or an unsubsidized federal loan. Students involved in disciplinary measures or who do not meet academic progress requirements may jeopardize their eligibility for financial aid.

Since financial conditions and requirements vary from year to year, a new financial aid application must be submitted every academic year. Financial aid awards are not transferable from year to year, or from college to college. Saint Leo College reserves the right to adjust clerical or computational errors in any financial aid awards.

Application Process

Students should apply for aid as early as possible. Aid applications can be filed anytime after January 1 for an academic year beginning in the fall. Although aid is awarded all year long on the basis of available funds, priority is given to students who have been accepted for admissions and whose aid applications are complete by March 1 for the fall semester or October 1 for the spring semester. To obtain the Saint Leo College financial aid application forms, please contact:

Office of Financial Aid
Saint Leo College
P.O. Box 2228
Saint Leo, Florida 33574
Phone: (352) 588-8270 or (800) 240-7658

Federal and State Financial Aid Directly Available to Students

Federal Pell Grant. All students must apply for this grant before being considered for any other kind of aid. The FAFSA is the application form for this grant.

Florida Student Assistance Grant (FSAG). This grant is available to full-time students (at least 12 credit hours per semester) who have been bona fide Florida residents for at least one year prior to the start of fall classes. The FSAG is based on need. Applicants must file the FAFSA which must be processed by May 15 to be eligible.

State Grants. Several states have grant programs which may be used at Saint Leo College. Since eligibility criteria, application procedures, and deadlines vary, it is suggested that applicants contact their respective state department of education for further details. In most cases, however, filling in the state section of the FAFSA will meet most state application requirements.

Vocational Rehabilitation. Each state has a program for handicapped persons and blind persons. Applicants should contact their respective state's department of vocational rehabilitation for more information.

Veterans Benefits. Saint Leo College is approved for veterans training benefits. Students who want to inquire about eligibility for these benefits, as well as Veterans Administration rules and regulations, may do so by calling the Veterans Admin-

istration at 1-800-827-1000. Additional information about eligibility may be obtained by contacting the Office of Financial Aid at (352) 588-8608 or (800) 240-7670.

Federal Stafford Loan. Federal student loans are available from lending institutions (banks, credit unions) or other agencies for students who qualify. Prior to applying for a loan, a student must file the FAFSA to show need and establish eligibility for a Pell grant. A separate application is required for this loan program. Federal Stafford Loan applications are available from the Office of Financial Aid. Recommended time to start the loan application process is at least three months prior to the beginning of classes.

Federal Unsubsidized Stafford Loan. Students who do not demonstrate a financial need for the regular Federal Stafford loan may be eligible to receive an unsubsidized Federal Stafford Loan. The Office of Financial Aid will notify students regarding their eligibility for this loan program.

Federal Parents Loans for Undergraduate Students (PLUS). This loan may be obtained by parents of undergraduate students. For more information regarding this program, please contact the Office of Financial Aid.

Local Scholarships

Kiwanis Club of Dade City Joe Collura Scholarship. One scholarship is awarded annually to a Pasco Comprehensive High School graduate who exemplifies the ideals of a Kiwanian as to service and character. Saint Leo College matches the scholarship in an equal amount. Apply to the President of the Kiwanis Club, Dade City, Florida 33525.

Holy Name Priory Scholarships. The Benedictine Sisters of Florida at the Holy Name Priory of Saint Leo, Florida, offer two room scholarships each year, one to a junior or senior and one to a Religion major. Students must have volunteered services to the College or the community and have at least a 3.0 grade point average. The Mother Rose Marie Easly, O.S.B., Scholarship in the amount of $750 is awarded annually to a female resident of East Pasco County.

For information regarding these scholarships write directly to: Scholarship Committee, The Benedictine Sisters of Florida, P. O. Box H, Saint Leo, Florida 33574, by March 15 preceding each fall semester.

Warder/RAGE Scholarship. This scholarship is reserved for students who have been residents of the area east of U.S. Highway 41 in Pasco County for the last three years. Applicants must be less than 25 years old. Apply to the Financial Aid Office.

Hazel Whitman Scholarship. The Saint Leo College Community Club awards this annual scholarship to a Pasco, Hernando, Hillsborough, Polk or Sumter County resident. Apply to the Financial Aid Office.

Financial Aid Available Through The College

Aid for which application is made to the Financial Aid Office.

Florida Resident Access Grant. This fund provides tuition assistance to bona fide residents of Florida in an amount varying yearly depending on state funding and is not based on need.

Campus Based Federal Programs. Students must be United States citizens or permanent residents of the United States and demonstrate financial need, good moral character and academic promise to qualify.

1. **Federal Supplemental Educational Opportunity Grant (SEOG).** These funds are allocated as part of a financial aid package to students with exceptional need.
2. **Federal Work Study Program (FWSP).** Under this program and under the Institutional Employment Program, students who demonstrate a need may be placed in various positions on campus.
3. **Federal PERKINS Loan Program (formerly NDSL).** Under this program students who demonstrate an exceptional need may be eligible for this loan.

College Scholarships and Grants

To be eligible for a College scholarship or grant, a degree-seeking undergraduate student should be enrolled full time on the home campus. Selection is made based on financial need, character, academic record, and the specific criteria of the special awards. Recipients of Saint Leo College awards (including staff scholarships) are expected to exemplify the values to which Saint Leo College is committed. Recipients are required to maintain academic progress toward their degrees and to remain in good standing with the College. Failure to meet these expectations, especially through

academic or disciplinary probation, may result in loss of such an award. Students who are receiving Saint Leo College financial aid will be required to sign a statement allowing all financial aid to be applied to all direct charges for the entire academic year. Priority is given to students who apply early each year. Due to the limited number of awards, it is unlikely that a student will receive more than one scholarship or grant.

1. **The AMSouth Bank of Florida.** Requirements: full-time student, junior or senior standing, resident of the State of Florida and a U.S. citizen, majoring in a business related major, a grade point average of 3.0 or better, strong participation in campus activities is desired and should be eligible for financial assistance under Saint Leo College guidelines.
2. **Benefactors Scholarships.** Income from the following funds makes it possible to assist deserving students with the greatest unmet financial need. Funds are in the names of: Saint Leo Abbey, Saint Charles Borromeo, J.M. Boucher, Leo Boudinet, Bertha Brown, Charles K. Campbell, David Cannon, Mary Ann Cass, Ann Cleary, Clerf Family, Herbert K. Collier, Mary Kay Coppedge, First Union Bank, Dr. J.I. Leonard, Patrick and Margaret McCabe, Rev. John F. O'Boyle, Mary Ann Riley, Right Rev. Msgr. George T. Rockett, Evelyn Smith, Robin Stockberger, Dennis Vacenousky, and Mr. and Mrs. Benjamin Watkins.
3. **George Coventry and Nita Schmidt Roughgarden Fund.** Available for undergraduate and graduate level studies.
4. **Diocesan School Teachers' Scholarship Program.** Awarded to student having a parent in a teaching or administrative position in a Catholic pre-school, elementary or secondary school in the Dioceses of St. Petersburg, Orlando, Venice, and Palm Beach. Students must have a financial need and a SAT score ranging from 950 to 1050 depending on major.
5. **Herman and Marie Fontaine Scholarship (Founders, Discount Auto Parts).** Income from this fund will be awarded to a qualified and deserving student.
6. **Jeff Ganz 'Lefty 21' Memorial Scholarship.** Requirements: must be an incoming freshman with less than 30 hours of previous college level work, a left-handed pitcher recruited for the Saint Leo College baseball team, a "no need" student as determined by the Financial Aid Office, renewable for four years as long as the minimum College academic standards are met each year and as long as the student is eligible to play baseball. The scholarship may be renewed for a fifth year if the student has not graduated or is in a five year program such as accounting.
7. **Gilmar and Margil Scholarship Fund.** Income from this fund will be granted to a student with the greatest determined need, with the highest academic standing, and who is preferably a student of Hispanic background.
8. **Raleigh W. Greene, Jr. Memorial Scholarship.** Available for undergraduate and graduate level studies.
9. **John Peter Heatherton Family Scholarship Fund.** Income from this fund is to be used for academic scholarships.
10. **Charles F. Henderson III Scholarship Fund.** Income from this fund will be used to assist students who show qualities of leadership, loyalty and service to Saint Leo College and who demonstrate unmet financial need.
11. **Dade City Rotary Club Scholarship Fund.** Income from this fund will be awarded to graduates of Pasco Comprehensive High School and Pasco Hernando Community College, preferably the east campus. Recipients must demonstrate financial need.
12. **William G. Selby and Marie Selby Scholars Program.** Applicants must be bona fide residents of Florida, preferably from Manatee or Sarasota county. A minimum grade point average of 3.0 is required for this scholarship.
13. **The Thomas B. Southard Scholarship Fund.** Income from this fund will be awarded to needy students showing an ambition and desire to learn.
14. **John F. and Emma R. Spellman Scholarship.** Requirements: available to those who exhibit a desire to learn but who could not afford the costs involved.
15. **The Barnett Bank Scholarship Fund.** Awarded to students majoring in business administration.

16. **Saint Michael the Archangel Parish Scholarship.** Provides full tuition, fees, room, board and books for a campus student of Saint Michael's parish in Hudson, Florida. If no candidate is available, the scholarship is available to someone in another parish of the Diocese as attested to in writing by the pastor. The scholarship is awarded to the candidate with the highest academic record and highest financial need and can be renewed to degree completion.
17. **Diocese of Venice Scholarships.** Awarded to graduates of Catholic high schools in the Diocese of Venice, Florida. A minimum grade point average of 3.0 and a minimum SAT score of 1100 is required for this scholarship. A maximum of four scholarships are available.
18. **The Sarasota Cardinal Mooney High School Endowed Scholarship Fund.** Awarded to graduates of Sarasota Cardinal Mooney High School with a minimum grade point average of 3.0.

Scholarships for which application is made directly to the departments or divisions:

1. **Athletic Scholarships** are awarded to outstanding athletes who participate in intercollegiate programs. Please contact the Director of Athletics, P.O. Box 2038, Saint Leo, Florida 33574 for more information.
2. **Presidential Scholarships.** Incoming freshmen students with a minimum SAT score of 1100 or a minimum ACT score of 24 and a 3.0 high school grade point average may compete for a Presidential Scholarship. Please contact the Director of Admissions, P.O. Box 2008 for more information.
3. **Trustees Scholarships.** Incoming freshmen students with a minimum SAT score of 1140 or a minimum ACT score of 25 and a 3.5 high school grade point average may compete for a Trustees Scholarship. Please contact the Director of Admissions, P.O. Box 2008 for more information.
4. **Lydia Briggs Memorial Tennis Scholarship.** Awarded to a female athlete who will compete at the intercollegiate level in tennis. Apply to Athletic Director, P.O. Box 2038, Saint Leo, Florida 33574.
5. **Charles Richard Cueto Scholarship Fund.** Income from this fund will be used to aid an undergraduate student in the writing program. Apply to the Dean, Division of Liberal Arts and Science, P.O. Box 2127, Saint Leo, FL 33574.
6. **Eileen P. and Raymond Allen Fahey Memorial Scholarship.** Requirements: residents of Pasco County, Florida and demonstrated financial need. Interested applicants should contact the Development Office to be considered.
7. **Marion Elizabeth Flagg Scholarship Fund.** Income from this fund will be used to assist deserving students in music. Apply to the Dean, Division of Liberal Arts and Sciences, P.O. Box 2127, Saint Leo, Florida 33574.
8. **Edward L. Flemming Memorial Scholarship Fund.** Income from this fund will be used to assist deserving students in psychology. Available to juniors and seniors with financial need. Apply to Chair, Department of Social Science, P.O. Box 2127, Saint Leo, Florida 33574.
9. **Eighth Semester Tuition Grant for Honors Program Students.** Awarded to second semester seniors who have 1) joined the Honors Program from their first semester on campus; 2) been in the Honors Program for three and one half years; 3) been in good standing in the program; 4) had a 3.5 cumulative grade point average at the end of each semester. Apply to the moderator for the Honors Program.
10. **Genevieve A. Horgan Memorial Scholarship Fund.** Income from this fund will be used to assist deserving students in history. Available to juniors and seniors with financial need. Apply to Chair, Department of Social Science, P.O. Box 2127, Saint Leo, Florida 33574.
11. **William S. Horgan Memorial Scholarship Fund.** Income from this fund will be used to assist deserving students in history. Available to juniors and seniors with financial need. Apply to Chair, Department of Social Science, P.O. Box 2127, Saint Leo, Florida 33574.
12. **Aloysius Bolak Memorial Scholarship Fund.** Income from this fund will be used to assist deserving students in history. Available to juniors and seniors with financial need. Apply to Chair, Department of Social Science, P.O. Box 2127, Saint Leo, Florida 33574.

13. **The C. P. McCabe Memorial Scholarship Fund.** Income from this fund will be used to assist juniors and seniors in the Department of Education who are from Pasco County, Florida, and who are of good character and in financial need. Apply to the Dean, Division of Professional Studies, P.O. Box 2098, Saint Leo, Florida 33574.
14. **Father George Paulson Theology Institute Endowment Fund.** Income from this fund will be used to provide scholarships to deserving students majoring in religion as well as to provide lectures and other activities which further religious and values education. Apply to Dean, Division of Liberal Arts and Sciences, P.O. Box 2127, Saint Leo, Florida 33574.
15. **Robert H. Peterson Scholarship Fund.** Income from this fund will be awarded to an outstanding student at the end of the sophomore year for application against tuition costs in the junior year. The student will be chosen by the faculty of the Department of Mathematics and Sciences based upon academic achievement and financial need. Apply to the Department Chair, Department of Mathematics and Sciences, P.O. Box 2188, Saint Leo, Florida 33574.
16. **Phi Theta Kappa Scholarship.** Income from this Saint Leo College fund is awarded to Phi Theta Kappa members who have earned an Associate of Arts degree and a minimum cumulative grade point average of 3.0. Contact the Director of Admissions, P.O. Box 2008, Saint Leo, Florida 33574 for more information.
17. **Religious Education/Religion.** Income from this fund will be used to assist deserving students who are majoring in religion. This fund is made possible by the generous support of the Saint Gerard Foundation and Mr. and Mrs. James C. David. Apply to Dean, Division of Liberal Arts and Sciences, P.O. Box 2127, Saint Leo, Florida 33574.
18. **Army ROTC Scholarships.** All ROTC students who will be under the age of 25 at college graduation are eligible to compete for scholarships for one to three years. For additional information contact Saint Leo College, Coordinator of Military Science, P.O. Box 2126, Saint Leo, Florida 33574.
19. **The Raymond L. and Mary C. Spangler Scholarship Fund.** Income from this fund will be used to assist deserving students in science, mathematics, or humanities. Apply to the respective department chair.
20. **The Dr. Herbert F. Wolf Scholarship Fund.** Income from this fund, not available to freshmen, will be used to assist deserving students in science and mathematics. Apply to the Chair, Department of Mathematics and Sciences, P.O. Box 2188, Saint Leo, Florida 33574.
21. **Sister Mary Grace Riddles, O.S.B. Scholarship.** Income from this fund is awarded to a Saint Leo College student with a minimum grade point average of 3.0 who demonstrates financial need and shows qualities of leadership, loyalty, and service to Saint Leo College. Obtain applications from the Director of Financial Aid, Saint Leo College.
22. **The New York Yankee Scholarship for Athletes.** Awarded to outstanding student of any intercollegiate sport. Apply to Director of Athletics, P.O. Box 2038, Saint Leo, Florida 33574.

Refund of Financial Aid

In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among various aid sources in accordance with federal regulations.

First-time students at the College receiving Title IV aid who withdraw before the 60% point of the enrollment period (for which the student has been charged) will receive a prorata refund as defined by federal regulations.

For more information regarding the refund process, see the Financial Information section of this catalog.

Standards of Satisfactory Progress Governing Student Financial Aid

In order to receive and retain financial aid, students must maintain satisfactory progress as defined by College Policies, State aid agencies' regulations, Guarantee Agencies, VA regulations or Federal regulations, depending on source of funds.

Federal and College Need-Based Aid for Full-Time Students. For the purpose of financial aid eligibility, every full-time student on financial aid will have his/her cumulative grade point average (GPA) and the number of credit hours completed during the academic year evaluated at the end of each spring semester. At that point, the student must have a cumulative grade point average of 2.0 and must have completed at least 24 new credit hours during that academic year.

If a student enrolled for the first time in College falls below a 2.0 cumulative grade point average or completes less than 24 credit hours, he/she will be placed on Freshman Forgiveness. The Freshman Forgiveness program essentially places the student on a probationary status for his/her second year and allows the student to continue to receive most federal and institutional aid for that year.

Aid For Less Than Full-Time Students. Less than full-time students can maintain their eligibility for financial aid by successfully completing all credit hours they attempted during the academic year and maintaining at least a 2.0 cumulative grade point average.

Allowable Time. The maximum allowable time to be eligible for most financial aid programs for a full-time undergraduate student is five (5) years or ten (10) semesters. Students attending less than full-time will be eligible for aid for semesters registered, not to exceed the equivalent of ten (10) full-time semesters.

Florida Aid. Please consult criteria as listed on the application. Generally, there are certain State of Florida Awards which require a higher cumulative grade point average (CGPA) than the cumulative grade point averages mentioned above. Three Florida programs (Florida Student Assistance Grant, Florida Resident Access Grant, and Florida Teacher Scholarship Loan) require a cumulative grade point average of 2.0 for renewal. In addition to the cumulative grade point average requirement, a student must earn 24 hours in the previous academic year to have any of these awards renewed. The Chappie James Most Promising Teacher Scholarship requires a cumulative grade point average of 2.5 for renewal. The Florida Undergraduate Scholars Fund Scholarship requires a cumulative grade point average of 3.2 for renewal. The Vocational Gold Seal Scholarship requires a cumulative grade point average of 3.0 for renewal. Incomplete grades are considered F's at the end of the spring semester.

Athletic Aid. Specific standards described in the athletic scholarship contract must be met. For more information regarding athletic academic standards, contact the Athletic Department.

States' Aid Other Than Florida's. States require that recipients earn at least 24 hours each academic year and maintain a minimum cumulative grade point average of 2.0.

The Right to Appeal Loss of Aid

Whenever a student fails to make satisfactory progress, financial aid will be withheld for the following year. Financial aid may be reinstated during that year on one of the following conditions:

1. Provided the student who has had extraordinary medical problems appeals to the Standards of Academic Progress Appeal Committee in writing, submitting documentary evidence, such as a copy of the hospital bill or letter from the physician, certifying that the student was unable to attend classes for a considerable length of time. Such appeal must be mailed to the Standards of Academic Progress Appeal Committee, P.O. Box 2228, Saint Leo, Florida 33574 within two weeks of having received notification of cancellation.
2. Provided during the year for which awards were canceled, a student raises his/her academic standing to meet the standards of progress, as defined herein, through the completion of an incomplete grade or change of grade. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade has been changed. This notification can be done by the student's obtaining an unofficial revised grade transcript from the Office of the Registrar and bringing it to the Financial Aid Office with a request that his/her aid be reinstated.

Summer Sessions

Students who do not meet the standards of progress by the end of the spring semester are encouraged to reinstate their eligibility for aid, other than State aid, for the following academic year by enrolling in the summer session.

College Level Academic Skills Test (CLAST)

Students who receive financial aid from the State of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. MAT 131 College Mathematics or a higher level math must be completed successfully before the semester in which the CLAST is taken. Failure to take the CLAST by the time a student earns 60 credit hours will result in loss of state aid for that student until the CLAST is taken.

Failure on one (or several) of the CLAST subtests does not result in loss of state aid provided the student completes the courses designed by the College as remedial courses for these particular subjects and retakes the exam during the semester for which State aid is desired. Students may not enroll in COL 102 04 CLAST Mathematics Remediation unless they have already taken and passed MAT 131 or higher.

CLAST tests are given three times a year. To apply for the CLAST please contact the Institutional CLAST Administrator, P.O. Box 2158, Saint Leo College, Saint Leo, Florida 33574. Applications are also available from the College Financial Aid Office. A test fee is assessed each time a student registers for the CLAST.

Center for Distance Learning

Since the early 1970's, two programs developed at Saint Leo College to service the educational needs of working adults and distant learners.

The Military Education Program (MEP) provided degree programs at military bases, while the Center for Continuing Education (CCE) provided classes on campus and at other Florida locations to a mostly civilian population.

The student populations historically served by MEP and CCE were strikingly similar. Generally, the students were returning adult learners beyond the traditional college age who had jobs and who attended college part-time. Consequently, in the interest of institutional unity and focus, the College merged the two programs into the Center for Distance Learning (CDL) at the beginning of the 1992-1993 academic year. The new structure combines all extension programs under one central administrator with operational units called centers. Currently, the College operates sixteen centers: three civilian centers and thirteen centers located on military bases.

Civilian Centers

The primary mission of the Civilian Centers is to make the academic programs of the College accessible to the adult student and distant learner in various locations in Florida. The three civilian centers are the Campus Center, located in Saint Leo, Florida, the North Florida Center with offices in Palatka and Gainesville; and the Ocala Center in Ocala, Florida. In order to accommodate their educational needs, the College has developed a variety of ways in which the non-traditional student can take courses.

Weekend Program

This is a time-intensive scheduling of regular credit courses offered on Saturdays and Sundays. Classes meet every other weekend and out-of-class assignments are an integral part of the Weekend Program.

There are three terms per year: fall, spring and summer. Classes meet in four hour sessions. It is possible for some students to take up to 12 semester hours on the weekends by attending classes on both Saturdays and Sundays.

Evening Program

As the name implies, the Evening Program typically offers courses scheduled to meet in the evenings, usually after five. Many students use the Evening Program to begin their degree. A unique feature of the Evening Program is its ability to offer courses and term dates which accommodate the time constraint problems faced by most working adults. The Evening Program is also a popular and effective way for nurses, police officers, and others to take required courses at locations near their places of employment.

Weekend Conferences

A Weekend Conference is conducted like many professional conferences adults might attend. As such the Weekend Conference meets for eight hours a day. Typically, the Conference convenes four Saturdays with breaks of two or more weeks between meetings. Preconference and out-of-class assignments are part of the Weekend Conference format.

Conferences are held at various locations and times so that a student taking classes in one course delivery format might also be able to attend a conference. Senior seminars which are now in conference format also serve as capstone courses in some degree programs. Specific details are published and distributed to students through the course schedule three times a year.

Articulation Agreements

Another way that Saint Leo College has made its academic programs accessible to the adult student and distant learner is through Articulation Agreements with a number of community colleges. These cooperative agreements provide an opportunity for students to work toward and obtain baccalaureate degrees. Articulation Agreements currently exist with Central Florida Community College, Daytona Beach Community College, Florida Keys Community College, Lake City Community College, Lake-Sumter Community College, Saint Johns River Community College, Santa Fe Community College, and Seminole Community College.

Teacher Recertification

Teacher recertification courses are made accessible to the elementary and secondary teachers of Florida through the Campus Center in coordination with the College's Division of Professional Studies. Appropriate courses are scheduled at a number of sites around the state. Teacher recertification courses are usually conducted as workshops and meet eight hours daily for one week usually during the summer months. For additional information, call (800) 707-8846.

Policies Common to the Civilian Centers

Tuition and Fees

Tuition (per credit hour)	$117
Application/Evaluation Fee	$35
International Student Application/Evaluation Fee	$60
Program Outline Fee (for each change of major or catalog year)	$20
Graduation Fee - A.A.	$25
Graduation Fee - B.A., B.S.	$100
Replacement Diploma	$25
Official Transcript Fee	$5
CLAST Remediation Course Fee	$75
CLAST Administration Fee	$50
Comprehensive Exam Fee	$25

Other course fees may be charged based on center facilities. Students should consult the course schedule published each term.

Bachelor degrees graduation fee includes participation in commencement exercises on the home campus in May. Associate degree graduates do not participate in commencement exercises.

Methods of Payment. All students must pay their tuition and fees in full at the time of registration. The following payment methods may be used:

1. Payment by the student. Checks or credit cards are accepted.
2. Financial aid grants or loans administered by Saint Leo College.
3. Financial assistance from an outside third party source. To receive credit for this form of aid, students must present written documentation at the time of registration of the amount of the award and the manner in which it is to be paid.
4. Students may also use the Saint Leo College deferred payment plan. Usually one-third of tuition and fees is due at registration; one-third is due by mid-semester, and the final one-third is due by the end of the semester. All tuition and fees for the semester must be paid in full before registration for the next semester will be accepted.

Past due balances may be charged a late fee.

Centers Located on Military Installations

Program Mission

Saint Leo College's mission historically has included an interest in extending education to individuals who may not have opportunities to pursue degree programs in residence on a campus. As an integral part of this tradition, the College has recognized and supported the role of higher education within the American military community since the establishment of the Saint Leo College Military Education Program in 1974. The mission of the program is to provide opportunities to earn associate and baccalaureate degrees to adults working within and near selected military installations in the southeastern United States. Since adult students in a military setting must coordinate academic pursuits with job commitments and family responsibilities, the College emphasizes the provision of accessible academic and administrative support services for students pursuing degrees at centers. The program maintains an orientation toward classroom delivery of courses and personal service to students. Support services and program characteristics include:

1. Professionally staffed centers;
2. Emphasis on complete degree programs;
3. Individualized, goal-directed educational counseling;
4. Clear and concise degree program outlines;
5. Flexible and reliable scheduling;
6. Small classes in traditional classroom settings; and
7. Acceptance of validated non-traditional and traditional transfer credit.

The military centers offer five terms per year, generally eight or nine weeks long. Because of the accelerated nature of the term, a student course load of six semester hours is classified as full-time attendance and three semester hours is half-time attendance. Students requesting overloads must submit a written request to the center director.

Policies Common to Centers on Military Installations

Tuition and Fees

Tuition (per semester hour)	TBA
Admission/Evaluation Fee (non-refundable) (includes Formal Evaluation and Program Outline)	$35
Program Outline Fee (for each additional outline)	$20
Graduation Fee (A.A. or B.A.)	$25
Transcripts (per copy)	$5
CLAST Administration Fee	$50
Comprehensive Exam Fee	$25

Other course fees may be charged based on center facilities. Students should consult the course schedule published each term.

Note: Saint Leo College centers generally hold formal graduation ceremonies at the military installation once a year. Some centers in close proximity hold combined ceremonies. Students may gain information and register to participate in local graduations at the center. Bachelor degree candidates from all Center for Distance Learning centers who qualify for graduation may elect to participate in the campus ceremony held each May. Students who wish to participate on campus must notify their center academic advisor of their intention at the time of application for graduation, two terms prior to their anticipated degree completion.

Students electing to participate in campus graduation ceremonies must pay the on-campus graduation fee of $100 in lieu of the graduation fee stated above.

Methods of Payment. All students must pay their tuition and fees in full at the time of registration. The following payment methods may be used:

1. Payment by the student. Checks or credit cards are accepted.
2. Financial aid grants or loans administered by Saint Leo College.
3. Financial assistance from an outside third party source. To receive credit for this form of aid, students must present written documentation at the time of registration of the amount of the award and the manner in which it is to be paid.
4. Deferred payment agreements may be available under certain circumstances.

Past due balances may be charged a late fee.

Majors

Programs offered at the Center for Distance Learning centers are as follows:

Program / Locations	AA	AAB	REL	CRM	PSY	SOC	HRA	BUS	ACC	PUB	HCA	EDU	HUS
Florida													
Campus	X		X	X	X			X	X	X	X		X
Hurlburt Field/ Eglin AFB	X				X		X						
Key West NAS	X			X			X	X					X
MacDill AFB	X			X	X	X	X	X					
Mayport Naval Station								X					
North Florida													
Gainesville		X	X			X			X	X			
Palatka	X	X			X			X	X				
Ocala	X	X			X			X	X	X			
Georgia													
Fort McPherson	X		X	X		X	X	X					
Hunter Army Air Field	X	X		X			X	X					
Fort Stewart	X	X		X			X	X					
South Carolina													
Shaw AFB	X			X			X	X					
Texas													
Ingleside Naval Station	X	X						X					
Virginia													
Fort Lee	X						X	X					
Tidewater Center													
Fort Eustis	X			X	X	X	X	X					
Langley AFB	X			X	X	X	X	X					
Navy Center South Hampton Roads	X		X	X	X	X	X	X					

Classes are also scheduled at classroom locations near several of these centers.

Programs:

Associate of Arts Degree with the following majors:

AA: Associate of Arts in Liberal Arts

AAB: Associate of Arts in Business Administration

Bachelor of Arts Degree with the following majors:

REL: Religion

CRM: Criminology

PSY: Psychology

SOC: Sociology

HRA: Human Resources Administration

BUS: Business Administration.
Availability of specializations with this major varies by center. See Business Administration section for descriptions of specializations.

ACC: Accounting (major)

PUB: Public Administration

HCA: Health Care Administration

EDU: Elementary Education

HUS: Human Services

The following centers have computer lab facilities available: Campus Center, MacDill, Key West, Mayport, Fort McPherson, Fort Stewart, Shaw, Ingleside, Fort Lee, Fort Eustis, Langley, Navy Center South Hampton Roads

Policies Common to all Centers

Admission and Matriculation Requirements

General admission criteria as stated for campus students apply to the Center for Distance Learning with the exception that the College does not require SAT or ACT scores for Center for Distance Learning applicants. Enrollment at specific centers may be limited by military, Veterans Administration, or state approving agency regulations. Subject to local restrictions, individuals who may enroll in the College through the military centers include: active and retired military personnel; veterans separated from service; military dependents; civilian employees of the military installation; and other civilians residing in the locale.

Saint Leo College is committed to policies which assure that there is no discrimination on the basis of age, sex, race, color, creed, religion, national origin, or disability. The College prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities. Appropriate auxiliary aids and services to accommodate the needs of individuals with disabilities are coordinated through the center director and the College's Compliance Officer for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students with disabilities who require accommodations should contact their center director. Students seeking accommodations are responsible for providing the College with documentation of their disabilities.

The College will not admit applicants to the military centers who are foreign nationals. Only United States citizens and permanent residents may be admitted to military centers. Foreign nationals may apply for admission to civilian centers and must meet with an academic advisor at the center for information regarding immigration and admission requirements.

Admission Procedure

Individuals interested in applying for degree-seeking status should inquire at the local Saint Leo College center office. A qualified applicant is considered to be matriculated (classified as degree-seeking) when the following materials are submitted:

1. Completed application form;
2. Application Fee (non-refundable);
3. Documentation of high school or GED completion. For transfer students this may be documented by the transcript of the previously attended college;
4. Official transcripts from all previously attended colleges/universities;
5. Documentation to support the granting of college credit from such sources as: CLEP, DANTES, GED college level examinations, USAFI examinations, or advance placement examinations.
6. Documentation for evaluation of non-traditional transfer credit (include military training on an AARTS transcript or a validated DD Form 295);
7. Other relevant documentation as needed (veterans/retirees should include a DD Form 214 and DD 2586).
8. For Elementary Education majors: Achievement of current State of Florida requirements.
9. Licensure documentation to support the granting of college credit for some occupational courses. College credit is available to registered nurses upon presentation of a nursing license and nursing school transcript; members of the armed services upon presentation of proof of service; and to police officers who have completed course work in the FBI National Academy, police institute and certified polygraph schools. Verification of course work is obligatory in order to obtain credit. Non-traditional sources of credit have specific limits.

Saint Leo College students matriculated through the campus program rather than the Center for Distance Learning must contact their academic advisor prior to enrolling in courses at a Center for Distance Learning center.

Registration, Drop/Add, Refund, and Withdrawal Policies

Each center publishes a schedule specifying course offerings, locations, and regulations and time periods of registration. Students should register for selected courses at the center with the exception of locations offering multi-site registration. Consult the local center for details.

The drop/add period for changing course registrations is generally the first week of the term. Refunds of tuition and fees are described in the Financial Information section of this catalog.

Students who find it necessary to withdraw from any courses must contact the center office to obtain honorable academic withdrawal with a grade of "W." Failure to properly withdraw will result in a grade of "F." Deadlines for withdrawal from courses are reflected on the published schedule. Course withdrawal does not cancel any student indebtedness to the College.

Saint Leo College reserves the right to cancel the registration of any student who fails to conform to the rules and regulations of the College.

Financial Responsibility

In order to register for courses, students must ensure that all charges from a previous semester have been paid. No transcripts, certificates of attendance, or certain other official documents will be released if a student has financial indebtedness of any kind to Saint Leo College.

Disciplinary Standards and Codes

The members of the Saint Leo College community understand that the learning that takes place through classroom instruction, social functions, religious activities and other interpersonal relationships is the primary concern of the College.

The College does not outline in detail either its requirements or its prohibitions. Students are met on a level of mutual regard and trust. Nevertheless, students may be suspended from the College if they are judged to be disruptive or at odds with normal standards of good citizenship. A student whose conduct on or off campus is damaging to the special interests of the College may expect disciplinary action. Saint Leo College maintains the right to dismiss or suspend any student for reasons that the administration deems to be in the best interest of the College. Center directors are authorized to act as agents of the College in disciplinary matters.

Financial Aid Procedures and Regulations

The Application Process

To apply for financial aid, students must be degree seeking and adhere to the following procedure.

1. To be classified as degree seeking, students must submit all admission application documentation described in the Admission Procedure of the Center for Distance Learning section of this catalog.
2. Students must obtain a financial aid packet at their center and fill out both the the Saint Leo College Financial Aid Application and the Free Application for Federal Student Aid (FAFSA) for each year aid is requested (unless a Renewal FAFSA is submitted).
   Renewal FAFSAs: If students applied for financial aid during the 1995-96 award year, they will receive a Renewal Free Application for Federal Student Aid from the federal government. Students must review the form, make any changes needed, and forward it to the Office of Financial Aid at Saint Leo College. If a Renewal FAFSA is not received, a FAFSA will need to be filled out for that academic year. Students should not submit both forms.
   Financial Aid Transcripts: By Federal Law, the Office of Financial Aid must have a financial aid transcript from each institution attended - **regardless of whether the student applied for or received financial aid from that institution.** The Office of Financial Aid will request the transcript(s) for students, but students are ultimately responsible for making sure all financial aid transcripts are received.
3. Students must send completed applications directly to:
   Office of Financial Aid - Centers
   Saint Leo College
   Post Office Box 2228
   Saint Leo, Florida 33574-2228

   Applications must be filled out correctly and completely, or they will be returned. Returned documents will slow the application process. Students are assigned a financial aid advisor. Students who have questions are encouraged to call the Office of Financial Aid between 9:00 A.M. and 5:00 P.M., Monday through Friday at **1-800-240-7670**.
4. Once the file is complete and all information has been verified, an award letter will be mailed to the student from the Saint Leo College Financial Aid Office. This will list what aid can be expected to be received, assuming all

eligibility requirements are met. If the student is, at that time, eligible to apply for a federal student loan and wishes to do so, a loan application may be picked up at the center. Using the award letter to fill in the amount requested, the student will forward the completed loan application and entrance interview form (for first time borrowers at Saint Leo College) to the Office of Financial Aid. First time borrowers are also required to watch an entrance interview video at the center.

5. Students should present their award letters to an academic advisor when planning course registration.
6. Federal aid is disbursed to students' tuition accounts generally within 4 weeks from the start of classes.

Deadlines to Apply for Aid

The priority dates to apply for financial aid are as follows:

August 1996 term: July 1, 1996
October 1996 term: September 1, 1996
January 1997 term: December 1, 1996
March 1997 term: February 1, 1997
May 1997 term: April 1, 1997

Please Note: These dates are guidelines to be used for academic planning purposes. All financial aid documents should be submitted by the deadline dates listed above for the term for which aid is requested for priority processing. April 1, 1997 is the final deadline for application processing for the 1996-1997 academic year. Saint Leo College cannot guarantee that applications submitted after that date will be processed.

Federal Student Loans

Students may pick up loan applications at the center. Loan applications may be filled out once an award letter with eligibility amounts has been received. Additional information about applying for a loan may be found in the Saint Leo College Student Financial Aid Guide.

Federal Stafford Loan. These loans are based on financial need which is determined by a federal formula. A loan is "subsidized" when the government pays the interest on the loan during the following periods:

- While the student is enrolled in school at least half-time;
- During the six month grace period after the student stops attending school at least half-time; or
- During periods of authorized deferment.

Federal Unsubsidized Stafford Loan. These loans are not based on financial need and are not subsidized. Students are responsible for all interest which accrues during in-school, grace, and deferment periods. Students may choose to make interest payments while in school or defer (and accumulate) the interest until repayment.

Federal Parents Loans for Undergraduate Students (PLUS). This loan may be obtained by parents of undergraduate students. Additional information regarding this program may be obtained by contacting the Office of Financial Aid.

Rules and Regulations

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded to degree seeking undergraduate students regardless of sex, race, age, national origin, religious affiliations, disability, marital status or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States.

Financial aid is allocated on the basis of need, good moral character and academic promise and progress. Financial need is the difference between the amount of money a student and family can provide for an education and the cost of that education. Financial need is relative to college costs and family financial strength. A student who shows need at one college may not show need at another.

Financial need is determined by the federal government on the basis of the financial information provided on the Free Application for Federal Student Aid (FAFSA). This and other required forms are available at the centers and college financial aid offices. Students involved in disciplinary measures or who do not meet academic progress requirements may jeopardize their eligibility for financial aid.

Since financial conditions and requirements vary from year to year, new financial aid applications must be submitted for each academic year aid is requested. Financial aid awards are not transferrable from year to year, or from college to college. Students must re-apply for aid to the college they are transferring to. Students can only receive aid at one institution per term/semester. Not all aid listed here is available.

Other rules and regulations that apply are listed in the following sources:

- The Free Application for Federal Student Aid;
- The Saint Leo College Student Guide;
- The Student Guide ("Financial Aid: from the U.S. Department of Education").

Basic Eligibility Requirements

In order to receive aid, the following conditions must be met:

1. The student must have financial need as defined by federal standards.
2. The student must be accepted as a degree seeking student (prior to receiving an award letter - see the center academic advisor about the necessary requirements)
3. The student must not be in default on Title IV loans or owe a refund on federal grants.
4. Once enrolled, the student must continue to meet the Standards of Academic Progress for financial aid.
5. The student must provide all documentation that is requested by the Office of Financial Aid.
6. The student must meet other requirements as listed on the Free Application for Federal Student Aid (FAFSA).
7. Students must submit applications for aid each year in which aid is desired.
8. Special Circumstances: If students or their families have unusual circumstances, such as tuition expenses at an elementary or secondary school, unusual medical or dental expenses not covered by insurance, a family member who recently became unemployed, or changes in income or assets that affect their eligibility for financial aid, students should complete the FAFSA (or the renewal form) and then check with the Office of Financial Aid for required documents.

Standards of Academic Progress for Federal Aid

Federal Law requires that students must meet Standards of Academic Progress in order to remain eligible for federal student aid.

Definition. Two criteria apply in meeting Financial Aid Standards of Academic Progress:

1. The number of hours that a student attempts and completes.
   A. Full-time students must successfully complete 24 credits in one academic year.
   B. Less-than-full-time students must successfully complete all classes attempted in one academic year.
2. The minimum cumulative grade point average required for aid is 2.0.

Semester makeup term. Students who do not make the Standards of Academic Progress during the regular academic year (Fall and Spring) may use the summer term of that academic year as a makeup term. The total number of hours attempted but not earned during the academic year must be successfully completed during the summer term / semester in order to be eligible for aid the following year.

Freshman Forgiveness Policy. First time college students (fewer than twelve credit hours) will not be reviewed for Standards of Academic Progress until the end of the second academic year with Saint Leo College.

WE Grades. Students receiving WE grades on financial aid will be charged and paid for the class(es) during the term the student is assigned a WE. When the student does re-enroll for classes and a tuition waiver is given for the WE courses, financial aid will not be applied toward that WE class or classes taken within that term.

Standards of Academic Progress (S.O.A.P.) Review. All grades are reviewed once a year, after the Spring grades are posted. Students who fail to make Standards of Academic Progress during the academic year and consequently meet the standards during the summer term/semester of that academic year, or during the following year, may appeal the loss of financial aid by writing to the Office of Financial Aid.

Florida State Student Aid

This section describes the types of aid available and how to apply for the 1996-97 award year. Florida State Aid is for the fall and spring terms only. Applications must be completed and submitted to the Office of Financial Aid for each academic year for which aid is requested before the listed deadlines. Both types of aid listed below require students to maintain full time status (12 credit hours per semester). Students applying for either type of Florida aid should be enrolled for all courses prior to the start of the normal semester (i.e., seminar and conference classes should be enrolled for at the start of the normal semester). Students may only receive financial aid at one institution during the term/semester. The two most

common types of Florida State Student Aid are the Florida Student Assistance Grant (FSAG) and the Florida Resident Access Grant (FRAG).

Florida Student Assistance Grant (FSAG). The Florida Student Assistance Grant (FSAG) is a need based grant available to residents of Florida who are enrolled full-time at Saint Leo College. This grant is awarded for one year at a time, but is renewable for up to a total of nine semesters, or until receipt of a bachelor's degree, whichever comes first. The period of eligibility cannot exceed six consecutive years. The amount of the grant generally ranges from $200 to $1200 per year. This grant, in conjunction with other financial aid, cannot exceed the student's financial need.

Application may be made through the Free Application for Federal Student Aid (FAFSA). The complete and correct FAFSA must be received by the Office of Financial Aid by May 10 for each year the student is applying for aid. Students who apply directly to the Federal Department of Education instead of to the Saint Leo College Office of Financial Aid must allow extra processing time because the Florida Department of Education must have processed the FAFSA information by May 15 of each year.

Florida Resident Access Grant (FRAG). The Florida Resident Access Grant (FRAG) is a tuition and fee-restricted state entitlement program which provides funds to Florida residents attending Saint Leo College on a full-time basis, regardless of need. The program is open to undergraduate students who have lived in Florida on a permanent basis for purposes other than education one year prior to the first day of classes for the academic term/semester for which the award is made. Dependent students' parents must fit this definition. This award may be received for a maximum of nine semesters. The amount of the FRAG is determined annually by the Florida Department of Education. Any FRAG listed on the award letter may be adjusted at any time based on the availability of Florida State funds. Saint Leo College cannot make up any shortfall should an adjustment in FRAG occur. The maximum amount of FRAG funds available per student is generally $1200.

To apply, students must complete the Saint Leo College Financial Aid Application and the FRAG application and return them directly to the Office of Financial Aid. All applications must be received prior to September 15, 1996 for the fall, 1996 semester/terms, or prior to January 15, 1997 if submitting for the spring 1997 semester/terms only.

CLAST/Remedial Requirements. The requirements listed below apply for both FSAG and FRAG. Additional requirements are listed on the FRAG application. Students must be enrolled for the CLAST exam or have taken the CLAST exam by the end of the term/semester in which they complete their 60th credit hour.

Students who have failed one or more parts of the CLAST must enroll in a remedial class for the section(s) of the CLAST test not successfully passed. Students must continue enrollment for each term/semester aid is requested until that section of the CLAST test failed has been successfully completed.

All registration for CLAST and remedial classes should be coordinated with the center academic advisor so that the Office of Financial Aid is notified of the registration before the posted deadlines.

Questions concerning the CLAST test or remediation should be directed to an academic advisor at the center.

Awarding and Receiving Florida State Aid. Award letter amounts may be adjusted after the awarding process, depending upon the student eligibility at the time of actual disbursement of aid and the actual amount of funds made available to the College from the State of Florida. Other tuition benefits such as Tuition Assistance, employer benefits, Vocational Rehabilitation, etc. will affect the amount of Florida aid awarded.

Florida Aid is disbursed into the student tuition account after the funds are available to Saint Leo College. This generally occurs in late October and early April of each year.

Standards of Academic Progress for Florida State Aid. All students must meet Saint Leo College Standards of Academic Progress each year in order to continue to receive financial aid funding. Florida and Federal Standards of Academic Progress are different. For Florida aid, the following standards must be met:

1. Students must maintain a cumulative grade point average (CGPA) of 2.0, and
2. Students must have successfully earned 24 hours in the previous academic year, or, if only attending and applying for aid for one semester (Fall or Spring), have successfully earned 12 hours in the semester of the previous academic year;

Standards of Academic Progress are reviewed after the end of the Spring semester.

Students are allowed one academic year as a "probationary" year for cumulative grade point average of less than 2.0. Hours attempted but not earned do not fall under a probationary status.

Summer terms for the current academic year cannot be counted towards the total number of credit hours needed to meet Standards of Academic Progress. Any hours attempted and earned in the summer term of the prior year can be counted toward the current year's Standards of Academic Progress. An example for the 1996-97 year follows:

	1994-95 Summer	1995-96 Fall	1995-96 Spring
Hours attempted	3	12	12
Hours earned	3	9	12

In this case, the total number of hours earned is equal to 24. The State of Florida uses the current fall and/or spring semesters plus the summer term of the previous year. The total number of credit hours earned (including the hours earned in the previous summer) must be a minimum of 24 credit hours for the fall and spring. If the student only attended one semester for either fall or spring, the student must have earned a minimum of 12 credit hours in the current year. Assuming that in 1995-96, the cumulative grade point average was a minimum of 2.0 by the end of the spring semester, the student would meet the Standards of Academic Progress. All other rules and regulations pertaining to financial aid apply towards Florida State Aid eligibility.

Other Florida Aid. Other Florida Aid includes the Florida Teacher Scholarship Loan, the Chappie James Most Promising Teacher Scholarship, and the Vocational Gold Seal. Students may contact their financial aid advisor for information about these types of aid.

General Information

Vocational Rehabilitation. Each state has a program for disabled persons and blind persons. Applicants should contact their respective state's department of vocational rehabilitation for more information.

Veterans Benefits. Saint Leo College is approved for veterans training benefits. Students who want to inquire about eligiblity for these benefits, as well as Veterans Administration rules and regulations, may do so by contacting their local Veterans Administration. Additional information may be obtained from the centers.

Nathan Alschuler Memorial Scholarship Fund. Income from this fund will be used to assist deserving active duty military students currently enrolled in the military centers who demonstrate unmet financial need. Students should apply through the center they attend.

Refund of Financial Aid due to Withdrawals. In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among the various aid sources in accordance with federal regulations. First time students at the College receiving Title IV aid who withdraw before the 60% point of the enrollment period (for which the student has been charged) will receive a prorata refund as defined by federal regulations.

Refunds due to Students. Refunds due to students with credit balances in their student tuition account will automatically be issued to the student within 14 days if they have not elected to retain their financial aid funds on their tuition account. Students do not need to request refunds from the Office of Finance and Accounting.

Types of Enrollment

For students attending the civilian centers, the standard semester is 15 weeks long and students are paid for the fall and spring semester if eligible. For federal aid, if students have eligiblity remaining, they may receive aid for the summer semester.

For students attending the military centers, the regular term is approximately 9 weeks. Awards are prorated for the first four terms. For federal aid, if the students have eligibility, they may receive aid for the summer term.

Audit courses. These courses are not covered by any type of financial aid.

Mini-Session courses. Eligibility for aid when enrolled in these courses may be less than in regular courses.

The information in this catalog is based upon our understanding of the regulations at time of printing. We cannot be responsible for governmental changes, clerical errors, and changes in College policies.

Addresses and Telephone Numbers for Centers

Florida

Saint Leo College
Campus Center
Post Office Box 2248
Saint Leo, Florida 33574-2248
Telephone: (352) 588-8236
Facsimile: (352) 588-8205

Saint Leo College Center
Hurlburt/Eglin, Bldg. 251, Room 113A
P.O. Box 1835
Eglin AFB, FL 32542
Eglin: (904) 678-5471
Hurlburt: (904) 581-3755

Saint Leo College Center
P.O. Box 9033
Naval Air Station
Key West, FL 33040
Phone: (305) 293-2847

Saint Leo College Center
Building 90
8119 Marina Bay Drive, Suite 7
P.O. Box 6063
MacDill AFB, FL 33421
Phone: (813) 828-4305

North Florida Center
Main Office:
Saint Leo College Center
Box 28
5001 Saint Johns River Avenue
Palatka, FL 32177-3897
Telephone: (904) 325-1477
Facsimile: (904) 325-6522

Other Locations:
Saint Leo College Center
3000 Northwest 83 Street, R 118
Gainesville, FL 32602
Telephone: (904) 395-5926

Saint Leo College Center
Mayport Naval Station
Building 460
Box 280015
Mayport, FL 32228
Telephone: (904) 249-0911/249-0871

Ocala Center
3001 Southwest College Road
Portable 4
Post Office Box 2858
Ocala, Florida 34478
Telephone: (352) 237-6922
Facsimile: (352) 237-4075

Georgia

Saint Leo College Center
Building 179
Ft. McPherson, GA 30330
Phone: (404) 755-5898/2420

Saint Leo College Center
Army Education Center
P.O. Box 3430
Ft. Stewart, GA 31314
Phone: (912) 876-2105/767-8545

Saint Leo College Center
P.O. Box 42119
Savannah, GA 31409
Phone: (912) 352-3417

South Carolina

Saint Leo College Center
363rd MSSQ/MSE
Shaw AFB, SC 29152
Phone: (803) 666-3221

Texas

Saint Leo College Center
Naval Station Ingleside
Navy Campus Education Center
125 Coral Sea Road, #T9
P.O. Box 622
Ingleside, TX 78362-5033
Phone: (512) 776-2808/776-6414

Virginia

Saint Leo College Center
P.O. Box 5220
Ft. Lee, VA 23801
Phone: (804) 861-9634/734-2255

Saint Leo College Center
P.O. Box 4326
Ft. Eustis, VA 23604
Phone: (757) 887-1166/0655

Saint Leo College Center
Base Education Center, Bldg. 1027
P.O. Box 65629
Langley AFB, VA 23665
Phone: (757) 766-1814/1812

Navy Center South Hampton Roads
Main Office:
Saint Leo College
1328 8th Street, Bldg. 3005
Naval Amphibious Base, Little Creek
Norfolk, VA 23521
Phone: (757) 464-6449/0242/5316

Other Locations:
Naval Air Station (NAS)
Saint Leo College
c/o Navy Campus Education Center
9269 First Avenue, Bldg. U-40
Norfolk, VA 23511-2398
Phone: (757) 489-0969

Oceana
Saint Leo College
Building 531, Room 105
Naval Air Station, Oceana
Virginia Beach, VA 23460-5120
Phone: (757) 428-8395

Programs of Study

Accounting

The major in accounting is designed to prepare a college graduate for entry level accounting positions in profit, not-for-profit, and governmental environments.

Program Components			*Semester Hours*
Basic Studies I			30
Basic Studies II			15
Basic Studies III			3
Major Requirements			60
ACC	201	Principles of Accounting I	(3)
ACC	202	Principles of Accounting II	(3)
ACC	301	Intermediate Accounting I	(3)
ACC	302	Intermediate Accounting II	(3)
ACC	331	Cost Accounting I	(3)
ACC	401	Advanced Accounting	(3)
ACC	403	Accounting Information Systems	(3)
ACC	411	Auditing I	(3)
ACC	412	Auditing II	(3)
ACC	421	Federal Taxes I	(3)
ACC	499	Accounting Comprehensive Exam	(0)
ECO	201	Principles of Macroeconomics	(3)
ECO	202	Principles of Microeconomics	(3)
GBA	331	Business Law	(3)
GBA	334	Quantitative Methods	(3)
GBA	498	Business Policy	(3)
MAT	201	Introduction to Statistics	(3)
MGT	301	Principles of Management	(3)
MGT	321	Communications for Management	(3)
MGT	325	Finance for Managers	(3)
MKT	301	Principles of Marketing	(3)
Electives			12
Physical education requirement			2
		Total Credits	*122*

Additional recommended electives include: ACC 332 Cost Accounting II; ACC 404 Fund Accounting; ACC 405 Accounting Theory and Research; ACC 422 Federal Taxes II; ACC 423 Estates, Trusts and Gift Taxation; GBA 332 Business Law II.

This course of study also establishes a foundation of courses for students who wish to continue their education to become a Certified Public Accountant (C.P.A.) or Certified Management Accountant (C.M.A.).

A C.P.A. is certified by the state in which the accountant wishes to practice. The certificate is obtained by (1) passing the national C.P.A. examination and (2) meeting all other requirements set by that state. The additional requirements often include additional academic training, usually 30 semester course hours in excess of the course hours needed for the Bachelor of Arts degree. This requirement, called the 150 hour rule, is in effect in Florida and several other states. Those wishing to be eligible to take the C.P.A. examination in Florida must:

1. Complete requirements for the Bachelor of Arts degree in Accounting.
2. Take at least 30 hours in excess of those required for the bachelor of arts degree.
3. Take 12 credit hours beyond those required for the accounting major, so that upper level accounting courses total 36 credit hours. The 36 hours should include 12 hours of financial and/or cost courses, 6 hours of taxation, and 6 hours of auditing.

ACC	332	Cost Accounting II	(3)
ACC	422	Federal Taxes II	(3)
ACC	423	Estate, Trusts and Gifts Taxation	(3)
ACC	404	Fund Accounting	(3)
ACC	405	Accounting Theory	(3)

   Any other upper level ACC course approved by the Chair of the Department of Accounting.

4. Take GBA 332 Business Law II and 12 credit hours of non-accounting upper level business courses beyond what is required for the major. The major requires 24 upper level non-accounting business courses. Florida requires a total of 39 hours of non-accounting upper level business courses of which 6 hours must be in business law.

Students wishing to be eligible to take the C.P.A. examination in states other than Florida should check with their state Board of Accountancy for the eligibility requirements.

Accounting Minor

Students may minor in accounting with majors in other than business administration. Business administration majors may also minor in areas that are not in their specialization.

ACC	201	Principles of Accounting I	(3)
ACC	202	Principles of Accounting II	(3)
ACC	301	Intermediate Accounting I	(3)
ACC	302	Intermediate Accounting II	(3)
Plus any other upper division accounting course			(3)
		Total Credits	*15*

Art Minor

The minor in art is designed for personal enrichment and for employment in creative art. The minor in art requires the following 18 hours.

ART	121	Visual Fundamentals I	(3)
ART	122	Visual Fundamentals II	(3)
ART	221	Drawing	(3)
ART	223	Beginning Painting	(3)
ART	322	History of Art I	(3)
ART	323	History of Art II	(3)
		Total Credits	*18*

Biology

(Bachelor of Science)

A major in biology is designed as preparation for graduate study, for professional schools of medicine, dentistry, veterinary science, other health-related professions, and for employment as a biologist in government or industry.

Program Components	*Semester Hours*
Basic Studies I	31
(Include BIO 125, MAT 161)	
Basic Studies II	15
(Include MAT 231)	
Basic Studies III	3
Foundation Courses	24
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)
CHE 312 Organic Chemistry II	(4)
PHY 221 General Physics I	(4)
PHY 222 General Physics II	(4)
Major Requirements	32
BIO 311 Invertebrate Zoology	(4)
BIO 312 Vertebrate Zoology	(4)
BIO 313 Botany	(4)
BIO 321 Vertebrate Embryology	(4)
BIO 324 Cell Physiology	(4)
BIO 421 Genetics	(4)
Two other upper-division (300-400 level) courses in Biology, excluding BIO 420 and BIO 426	(8)
Physical Education Requirement	2
Electives	15
(CHE 321 is strongly recommended.)	
Total Credits	*122*

Biology Minor

BIO	125	Principles of Biology	(4)
BIO	311	Invertebrate Zoology	(4)
BIO	312	Vertebrate Zoology	(4)
BIO	313	Botany	(4)
Plus one other 300-400 level biology course			(4)
		Total Credits	*20*

Biology Secondary Education Specialization

A specialization in Biology Secondary Education is a teacher preparation program. Graduates from this program will, upon application to the state, be eligible to teach in Florida. Students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See the Teacher Preparation Programs information for important requirements for Biology Secondary Education.

Program Components	*Semester Hours*
Basic Studies I	31
(Include BIO 125, MAT 161)	
Basic Studies II	15
(Include MAT 231)	
Basic Studies III	3
Foundation Courses	24
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)
CHE 312 Organic Chemistry II	(4)
PHY 221 General Physics I	(4)
PHY 222 General Physics II	(4)
Major Requirements	32
BIO 311 Invertebrate Zoology	(4)
BIO 312 Vertebrate Zoology	(4)

BIO	313	Botany	(4)
BIO	321	Vertebrate Embryology	(4)
BIO	324	Cell Physiology	(4)
BIO	421	Genetics	(4)
Two other upper-division (300-400 level) courses in biology			(8)
Education Requirements			37
EDU	180	Basic Principles of Teaching	(3)
EDU	226	Human Growth and Development	(3)
EDU	222	Contemporary Concerns in School and Society	(3)
EDU	280	Practicum: Introduction to the Instructional Process	(3)
EDU	425	Educational Management and Organization	(3)
EDU	427	Measurement, Assessment, and Evaluation	(3)
EDU	428	Critical Issues in Curriculum and Philosophy	(3)
EDU	439	Special Methods in Teaching Secondary Biology	(3)
EDU	480	Student Teaching	(12)
EDU	481	Student Teaching Seminar	(1)
Physical Education Requirement			2
		Total Credits	***144***

Business Administration

(Associate of Arts Degree in Business Administration)

Program Components	***Semester Hours***
Basic Studies I	30
Basic Studies III	3
Major Requirements	21
ACC 201 Principles of Accounting I	(3)
ECO 201 Principles of Macroeconomics	(3)
ECO 202 Principles of Microeconomics	(3)
GBA 331 Business Law I	(3)
MKT 301 Principles of Marketing	(3)
MGT 301 Principles of Management	(3)
ACC 202 Principles of Accounting II OR MGT 321 Communications for Management	(3)
Physical Education Requirement	2
Electives	6
Total Credits	***62***

Business Administration

(Bachelor of Arts Degree in Business Administration)

The business administration major is designed for students entering the business workplace in almost any type of organization. Students may select one or two specializations, not including the combination of Management and Technology Management, to gain additional emphasis in areas of particular interest.

The Division of Professional Studies stresses education for the whole person and provides a basis for understanding the economic structure of our society. Those who enter the business world and the world of products and services must be prepared to support all other segments of our society. The Division endeavors to prepare students to accept their share of this commitment by placing emphasis on an educational program that develops a well-rounded person capable of creative analytical thought and communication. All of this is accomplished within the liberal arts ideal.

The bachelor's degree in Business Administration is designed to prepare students for graduate study and for careers in business or government. The major offers students the opportunity to specialize in eight specializations, Accounting, Computer Information Systems, Health Services Management, Management, Marketing, Restaurant and Hotel Management, Specific Career Objectives, and Technology Management. Students may not double specialize in Technology Management and Management.

The Division of Professional Studies serves as a resource for computer applications in other academic divisions of Saint Leo College.

Internships are offered for selected students so that they may apply their theoretical skills in a business environment.

Program Components	***Semester Hours***
Basic Studies I	30
Basic Studies II	15
Basic Studies III	3
Major Requirements	36
ACC 201 Principles of Accounting I	(3)
ACC 202 Principles of Accounting II	(3)

ECO	201	Principles of Macroeconomics	(3)
ECO	202	Principles of Microeconomics	(3)
GBA	331	Business Law	(3)
GBA	334	Quantitative Methods	(3)
GBA	498	Business Policy	(3)
GBA	499	Comprehensive Business Exam	(0)
MAT	201	Introduction to Statistics	(3)
MGT	301	Principles of Management	(3)
MGT	321	Communications for Management	(3)
MGT	325	Finance for Managers	(3)
MKT	301	Principles of Marketing	(3)

Plus additional courses as specified under the choice of specializations below.

Specialization courses 15-30
Electives as needed 6-21
Physical Education requirement 2
Total Credits 122

Specialization course outlines are presented below. These selections permit the students to prepare for particular career objectives. They are structured to provide approved total study plans.

Accounting Specialization

The accounting specialization is designed to prepare a college graduate for entry level accounting positions in profit, not-for-profit, and governmental environments.

ACC	301	Intermediate Accounting I	(3)
ACC	302	Intermediate Accounting II	(3)
ACC	331	Cost Accounting I	(3)
ACC	403	Accounting Information Systems	(3)
ACC	411	Auditing I	(3)
ACC	421	Federal Taxes I	(3)

Total Credits 18

Additional recommended electives include: ACC 332 Cost Accounting II; ACC 401 Advanced Accounting; ACC 404 Fund Accounting; ACC 405 Accounting Theory and Research; ACC 412 Auditing II; ACC 422 Federal Taxes II; ACC 423 Estates, Trusts and Gift Taxation; GBA 332 Business Law II.

This course of study also establishes a foundation of courses for students who wish to continue their education to become a Certified Public Accountant (C.P.A.) or Certified Management Accountant (C.M.A.).

A C.P.A. is certified by the state in which the accountant wishes to practice. The certificate is obtained by (1) passing the national C.P.A. examination and (2) meeting all other requirements set by that state. The additional requirements often include additional academic training, usually 30 semester course hours in excess of the course hours needed for the Bachelor of Arts degree. This requirement, called the 150 hour rule, is in effect in Florida and several other states. Those wishing to be eligible to take the C.P.A. examination in Florida must:

1. Complete requirements for the Bachelor of Arts degree in Business Administration with a specialization in Accounting.
2. Take at least 30 hours in excess of those required for the bachelor of arts degree.
3. Take 18 credit hours beyond those required for the accounting major, so that upper level accounting courses total 36 credit hours. The 36 hours should include 12 hours of financial and/or cost courses, 6 hours of taxation, and 6 hours of auditing. Courses available are:

ACC	401	Advanced Accounting	(3)
ACC	332	Cost Accounting II	(3)
ACC	412	Auditing II	(3)
ACC	422	Federal Taxes II	(3)
ACC	423	Estate, Trusts and Gifts Taxation	(3)
ACC	404	Fund Accounting	(3)
ACC	405	Accounting Theory	(3)

Any other upper level ACC course approved by the Chair of the Department of Accounting.

4. Take GBA 332 Business Law II and 12 credit hours of non-accounting upper level business courses beyond what is required for the major. The major requires 24 upper level non-accounting business courses. Florida requires a total of 39 hours of non-accounting upper level business courses of which 6 hours must be in business law.

Students wishing to be eligible to take the C.P.A. examination in states other than Florida should check with their state's Board of Accountancy for the eligibility requirements.

Computer Information Systems Specialization

The Computer Information Systems specialization is designed to provide the student with a knowledge of business computer applications necessary to more effectively utilize computers in the

business world. The specialization supports the mission of the Business Administration major through providing students knowledge of the computer tools used in other specializations.

Computer Language Course			(3)
COM	230	Spreadsheet Applications	(3)
COM	310	Software and Hardware Concepts	(3)
COM	320	System Analysis and Design	(3)
COM	410	Data Base Concepts	(3)
COM	421	Management Information Systems	(3)
		Total Credits	*18*

Health Services Management Specialization

HCA	302	Health Care Organization	(3)
HCA	402	Epidemiology: Community Health Analysis	(3)
HCA	498	Health Planning and Policy Management	(3)
MGT	498	Organization Theory	(3)
PHI	324	Medical Ethics	(3)
		Total Credits	*15*

Additional recommended electives include: HCA 306 Health Care Economics; MGT 331 Management of Human Resources; MGT 412 Organizational Behavior and Development; POL 325 Public Administration; PSY 319 Human Behavior in Stress and Crisis; and REL 424 Death and the Meaning of Life.

Management Specialization

The Management specialization is relevant to students of any discipline who plan to own, manage, or consult for any organization, large or small, public or private, profit or non-profit. This specialization prepares students in the basic management functions and processes of planning, organizing, leading, and controlling of both small and complex organizations. Course offerings are designed to show the impact which technological factors, the decision making environment, the organizational environment, and human contributions have on productivity, satisfaction of job-related needs, and organizational effectiveness. Courses in this specialization also stress the importance of managing in a global environment and understanding the ethical implications of managerial decisions.

MGT	331	Management of Human Resources	(3)
MGT	412	Organizational Behavior and Development	(3)
MGT	421	Management Information Systems	(3)
MGT	498	Organization Theory	(3)
Business Elective (300-400 level selected from ACC, COM, ECO, FIN, GBA, HCA, HRA, MGT, MKT, RHM, POL 325)			(3)
		Total Credits	*15*

Additional recommended general elective (does not fulfill business elective):
PHI 328 Business Ethics

Marketing Specialization

The Marketing specialization is relevant to the student planning a career in sales, advertising, consumer relations, marketing management, retailing services, small business operations, international business, or certain governmental agencies. The specialization develops a breadth of knowledge about the dynamic consumer orientation process by which persons and organizations strive to anticipate and satisfy customers' product needs and wants. The student develops an understanding of marketing concepts, functions, and institutions within the total system of interacting business activities designed to plan, price, promote, and distribute products and services to customers.

MKT	307	Advertising Management	(3)
MKT	308	Sales Management	(3)
MKT	354	Principles of Retailing	(3)
MKT	383	Consumer Behavior	(3)
MKT	463	International Marketing	(3)
MKT	498	Marketing Policies and Strategies	(3)
		Total Credits	*18*

Restaurant and Hotel Management Specialization

The Restaurant and Hotel Management program encompasses the lodging, food and beverage, and convention and meetings management industry. The hospitality industry is the largest and fastest growing segment of the service economy. This specialization offers students an active and effective career placement program.

RHM	220	Introduction to Restaurant and Hotel Management	(3)
RHM	305	Restaurant Management Operations	(3)

RHM 310	Hotel Management Operations	(3)
RHM 322	Environmental Science in Hospitality	(3)
RHM 498	Seminar in Restaurant and Hotel Management	(3)
Two of the following:		(6)
RHM 425	Internship I *	
RHM 426	Internship II (Restaurant) *	
RHM 427	Internship III (Hotel) *	
	Total Credits	***21***

* *The same Internship may be repeated for credit to fulfill the two internships requirement.*

Additional recommended electives include: MGT 331 Management of Human Resources; MGT 412 Organizational Behavior and Development; MKT 383 Consumer Behavior.

Technology Management Specialization

The Technology Management program is designed for students who plan careers in the technological fields of industry and the military services. A prerequisite for admission is a 21 semester hour block of related technical credit (not including credit for military service).

Technology Component		(21)
MGT 331	Management of Human Resources	(3)
MGT 412	Organizational Behavior and Development	(3)
MGT 498	Organization Theory	(3)
	Total Credits	***30***

Business Administration

(Master of Business Administration Degree)

The Saint Leo College Master of Business Administration degree is a fully integrated program designed for full-time working adults. The program concentrates on a core of knowledge, the mastery of which will empower the graduate to make a meaningful contribution to society within the framework of his or her chosen career. The faculty place a high priority on teaching and are experienced in working with students who must strike a balance between study, work, and family responsibilities. The program also helps students strengthen their personal values as they gain a stronger appreciation for ethical relationships with those with whom they work.

A description of the curriculum and academic policies are contained in the Graduate Business Studies Bulletin and may be obtained by contacting the Office of Graduate Business Studies at Post Office 2067, Saint Leo, FL 33574 or by telephone at (352) 588-8311.

Chemistry Minor

Requirements for a minor in chemistry consist of 20 semester hours of credit including the following courses:

CHE 123	General Chemistry I	(4)
CHE 124	General Chemistry II	(4)
CHE 311	Organic Chemistry I	(4)
CHE 312	Organic Chemistry II	(4)
CHE 321	Quantitative Chemical Analysis	(4)
	Total Credits	***20***

Computer Information Systems Minor

Students with majors in areas other than business administration may minor in Computer Information Systems. Business Administration majors may also minor in areas that are not in their specialization.

Computer Language Course		(3)
COM 230	Spreadsheet Applications	(3)
COM 310	Software and Hardware Concepts	(3)
COM 320	System Analysis and Design	(3)
COM 410	Date Base Concepts	(3)
COM 421	Management Information Systems	(3)
	Total Credits	***18***

Criminology

A 54-hour major based on a national curriculum model that is designed to prepare students for careers in the criminal justice system, enhance the effectiveness of working professionals, provide the foundation for advancement to administrative levels, and prepare for graduate study in criminology and related fields.

Students may select human service or administrative specializations within the major or combine these specializations into a curriculum to meet individual career needs. Campus-based students without prior criminal justice working experience may select a field placement option that offers a supervised internship with local criminal justice agencies such as U.S. Customs Service, U.S. District Court Office of Probation and Parole, Hillsborough County Sheriff's Office, Pasco Juvenile Detention Center, and others.

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
Basic Studies III	3
Foundation Courses	12
CRM 220 Survey of the Criminal Justice System	(3)
CRM 225 Criminal Investigation	(3)
POL 123 Introduction to Law and the Legal System	(3)
SSC 222 Social Problems	(3)
Core Courses	27
CRM 321 Substantive Criminal Law	(3)
CRM 322 Law of Criminal Procedure	(3)
CRM 326 Theories of Criminal Behavior	(3)
CRM 327 Typologies of Criminal Behavior	(3)
CRM 420 Prosecution and Adjudication	(3)
CRM 421 Juvenile Justice	(3)
CRM 422 Law Enforcement Systems	(3)
CRM 430 Correctional Systems	(3)
CRM 496 Comprehensive Exam in Criminology	(0)
CRM 499 Senior Seminar in Criminology	(3)
Plus additional courses as specified under the choice of specializations below.	
Specialization courses	15
Physical Education Requirement	2
Electives	18
Total Credits	*122*

Human Service Specialization

PSY 319 Human Behavior in Stress and Crisis	(3)
PSY 327 Abnormal Psychology	(3)
SSC 322 Race and Ethnicity in American Culture	(3)
SSC 324 Marriage and the Family	(3)
SSC 328 Drugs, Society, and Human Behavior	(3)
Total Credits	*15*

Administrative Specialization

ACC 201 Principles of Accounting I	(3)
MAT 201 Introduction to Statistics	(3)
MGT 301 Principles of Management	(3)
MGT 331 Management of Human Resources	(3)
POL 325 Public Administration	(3)
Total Credits	*15*

Combined Specialization

Although the Human Service and Administrative specializations were developed as unified and comprehensive fields of study, to increase the program's flexibility, students may choose courses from both specializations to constitute a 15 semester hour combined specialization. Students may further elect to use any CRM 300 Special Topics courses as a substitute component for either track.

Field Placement Specialization

CRM 425 Field Placement in Criminology (15)

The criminology field placement is intended to be offered to campus-based students without professional criminal justice experience. It is a 560-hour supervised internship which may be taken only at specific agency provider sites, and only upon approval by the Criminology Field Placement Committee. Campus-based criminology majors who qualify may elect to attend the police academy in Pasco County as a field placement option.

Criminology Minor

POL 123 Introduction to Law and the Legal System	(3)
CRM 220 Survey of the Criminal Justice System	(3)
Five (5) courses from the Core Courses	(15)
Total Credits	*21*

Economics Minor

ECO 201	Principles of Macroeconomics	(3)
ECO 202	Principles of Microeconomics	(3)
Plus three upper-division economics courses		(9)
	Total Credits	***15***

Education

Master of Education Degree

The Saint Leo College Master of Education degree program is a coherent set of courses comprising three domains: educational psychology/ sociology, curriculum, and educational leadership. Coursework emphasizes the cogent theories, policies, and practical aspects of education. Each course is designed to assist the student in mastery of the State of Florida Accomplished Practices for Teachers of the 21st Century, Professional Level and the outcomes of Blueprint 2000, goal 6. Students are given assignments to complete in K-12 classrooms. Students who wish to design their program to meet State of Florida certification in Educational Leadership will be able to do so.

Graduate courses are scheduled to meet the needs of employed educators. A candidate for the Master of Education can complete the program in 2 - 3 years of part-time study. The Saint Leo faculty are experienced practitioners who have supervised teachers in the classroom. They value teaching as their primary responsibility and model effective teaching and leadership strategies. They are specialists in their fields and all have doctoral degrees. They are experienced in working with students who must balance coursework, full-time jobs, and family responsibilities.

A description of the curriculum and academic policies are contained in the Master of Education Program Bulletin and may be obtained by contacting the Office of Graduate Studies in Education at Post Office M, Saint Leo, FL 33574 or by telephone at (352) 588-8309.

Elementary Education

The program in elementary education is designed for students who plan to teach in the elementary grades (1-6). To complete the state–approved Teacher Preparation Program, students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See Teacher Preparation Programs section for full explanation of requirements.

Program Components			***Semester Hours***
Basic Studies I			30
Basic Studies II			15
Basic Studies III			3
Specific requirement in Basic Studies I or II is MAT 131 or equivalent.			
Major Requirements			58
EDU	180	Basic Principles of Teaching	(3)
EDU	226	Human Growth and Development	(3)
EDU	222	Contemporary Concerns in School and Society	(3)
EDU	280	Practicum: Introduction to the Instructional Process	(3)
EDU	304	The Exceptional Child	(3)
EDU	330	Mathematics in the Elementary School	(3)
EDU	331	Humanities in the Elementary School	(3)
EDU	332	Language Arts in the Elementary School	(3)
EDU	334	Introduction to Teaching Reading in the Elementary School	(3)
EDU	335	Diagnosis and Remediation of Reading Problems in the Elementary School	(3)
EDU	338	Science in the Elementary School	(3)
EDU	339	Social Studies in the Elementary School	(3)
EDU	425	Educational Management and Organization	(3)
EDU	427	Measurement, Assessment, and Evaluation	(3)
EDU	428	Critical Issues in Curriculum and Philosophy	(3)
EDU	480	Internship	(12)
EDU	481	Internship Seminar	(1)
Physical Education Requirement			2
Electives			14
		Total Credits	***122***

English

The study of English language and literature provides students with the basic communication skills necessary for successful completion of their college program. In composition students learn to read intelligently and to think and write effectively. In literature they study the uses of language as art.

The English major is designed as preparation for graduate study and for teaching. It also serves as excellent background for careers in advertising, publishing, public relations, free-lance writing and as preparation for the study of law and library science. Students may elect either (1) the literature track, designed primarily as preparation for graduate study; (2) the writing track, which emphasizes specialized writing applicable to the professions cited above; or (3) the teaching track, which leads to secondary school certification.

Literature

Program Components			*Semester Hours*
Basic Studies I			30
Basic Studies II			15
Basic Studies III			3
Foundation Courses			12
ENG	221	Survey of English Literature I	(3)
ENG	222	Survey of English Literature II	(3)
ENG	223	Survey of American Literature I	(3)
ENG	224	Survey of American Literature II	(3)
Major Requirements			27
ENG	321	The English Novel or	
ENG	433	Modern British and American Writers	(3)
ENG	323	History and Structure of the English Language	(3)
ENG	338	Modern American Drama or	
ENG	339	Modern British and European Drama	(3)
ENG	328	Biography and Autobiography or	
ENG	435	Literary Criticism	(3)
ENG	422	Shakespeare	(3)
ENG	427	Restoration and Eighteenth Century English Literature or	
ENG	431	Nineteenth Century English Literature or	
ENG	436	Chaucer and Milton	(3)
ENG	498	Senior Seminar	(3)
Two other upper-level English courses			(6)
Physical Education Requirement			2
Electives			33
		Total Credits	*122*

English Secondary Education

The College offers a teacher preparation program in English Secondary Education which is approved by the State of Florida Department of Education. Upon application to the state, graduates from this program will be eligible to teach in Florida and in 21 other states that recognize certification. To complete the state-approved Teacher Preparation Program, students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See Teacher Preparation Programs section for a list of other important requirements and information for English Secondary Education majors.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

Program Components			*Semester Hours*
Basic Studies I			30
Basic Studies II			15
Basic Studies III			3
Foundation Courses			12
ENG	221	Survey of English Literature I	(3)
ENG	222	Survey of English Literature II	(3)
ENG	223	Survey of American Literature I	(3)
ENG	224	Survey of American Literature II	(3)
Major Requirements			24
ENG	201	Expository Writing	(3)
ENG	323	History and Structure of the English Language	(3)
ENG	333	Adolescent Literature	(3)
ENG	422	Shakespeare	(3)
ENG	433	Modern British and American Writers	(3)
ENG	498	Senior Seminar	(3)
SPH	221	Fundamentals of Speech	(3)
One other upper-level English courses			(3)
Professional Education Courses			31
EDU	226	Human Growth and Development	(3)
EDU	222	Contemporary Concerns in School and Society	(3)
EDU	280	Practicum: Introduction to the Instructional Process	(3)
EDU	427	Measurement, Assessment, and Evaluation	(3)
EDU	428	Critical Issues In Curriculum and Philosophy	(3)
EDU	439	Special Methods of Teaching Secondary English	(3)

EDU 480	Internship	(12)
EDU 481	Internship Seminar	(1)
Physical Education Requirement		2
Electives		5
	Total Credits	***122***

Writing

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
Basic Studies III	3
Foundation Courses	12
ENG 221 Survey of English Literature I	(3)
ENG 222 Survey of English Literature II	(3)
ENG 223 Survey of American Literature I	(3)
ENG 224 Survey of American Literature II	(3)
Major Requirements	27
ENG 323 History and Structure of the English Language	(3)
ENG 498 Senior Seminar	(3)
Four courses from the following:	(12)
ENG 201 Expository Writing	
ENG 227 Basic Journalistic Writing	
ENG 324 Reviewing and Critical Writing	
ENG 326 Playwriting	
ENG 328 Biography and Autobiography	
ENG 334 Writing the Short Story	
ENG 335 Verse Writing	
ENG 430 Independent Writing	
Plus three other upper-level English courses	(9)
Physical Education Requirement	2
Electives	33
Total Credits	***122***

English Minor

ENG 221	Survey of English Literature I	(3)
ENG 222	Survey of English Literature II	(3)
ENG 223	Survey of American Literature I	(3)
ENG 224	Survey of American Literature II	(3)
Plus three upper-level English courses		(9)
	Total Credits	***21***

Environmental Science

(Bachelor of Science)

A major in environmental science is primarily designed to prepare students for employment as environmental scientists by government agencies, industry, and environmental or engineering consulting firms. This major also prepares students for admission into graduate programs in biology or environmental science.

Program Components	*Semester Hours*
Basic Studies I	31
(Include BIO 125, MAT 161)	
Basic Studies II	15
(Include MAT 231)	
Basic Studies III	3
Foundation Courses	33
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)
CHE 312 Organic Chemistry II	(4)
ENG 201 Expository Writing	(3)
MAT 201 Introduction to Statistics	(3)
PHY 221 General Physics I	(4)
PHY 222 General Physics II	(4)
SPH 221 Fundamentals of Speech	(3)
Major Requirements	33
BIO 311 Invertebrate Zoology	(4)
BIO 312 Vertebrate Zoology	(4)
BIO 313 Botany	(4)
BIO 325 Ecology	(4)
BIO 425 Microbiology	(4)
ENV 201 Geoscience	(4)
ENV 401 Advanced Environmental Science	(4)
ENV 402 Environmental Regulations	(2)
ENV 403 Seminar in Environmental Science	(3)
Physical Education Requirement	2
Electives	5
Total Credits	***122***

(CHE 321 Quantitative Chemical Analysis, SSC 327 Cultural Anthropology, and ECO 202 Principles of Microeconomics are highly recommended.)

Students must show evidence of Red Cross certification in Community Water Safety prior to enrolling in BIO 325 Ecology.

Health Care Administration

(Bachelor of Science)

A 48-semester hour major in health care administration is designed for students who plan administrative careers in health services organizations. Students accepted in this major normally hold an ADN degree or diploma in nursing or an AS degree in an allied health science discipline with clinical experience. Students not holding such a degree may be admitted based on the equivalent of four full-time months of experience in a health care discipline or in a health services organization. Students with little or no experience in a health care discipline may be admitted but will be required to complete a 15 semester hour internship.

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
Basic Studies III	3
Major Requirements	15-27
HCA 302 Health Care Organization	(3)
HCA 402 Epidemiology: Community Health Analysis	(3)
HCA 410 Quality Improvement Methods in Health Care	(3)
HCA 425 Health Care Internship	(3-15)
HCA 498 Health Planning and Policy Management	(3)
Other required courses	33
ACC 201 Principles of Accounting I	(3)
ECO 201 Principles of Macroeconomics	(3)
MGT 326 Finance for Managers in Health Care Administration	(3)
GBA 333 Business and Health Law	(3)
MAT 201 Introduction to Statistics	(3)
MGT 302 Management Principles in Health Care Administration	(3)
MGT 331 Management of Human Resources	(3)
MGT 412 Organizational Behavior and Development	(3)
MGT 421 Management Information Systems	(3)
MKT 301 Principles of Marketing	(3)
PHI 324 Medical Ethics	(3)
Physical Education Requirement	2
Electives	12-24
Total Credits	*122*

Recommended Electives: HCA 306 Health Care Economics, MGT 498 Organization Theory, POL 325 Public Administration, PSY 319 Human Behavior in Stress and Crisis, REL 424 Death and the Meaning of Life.

History

A 36-hour major in history is designed as preparation for graduate study in history, as part of a pre-law program, for library or museum careers, or as part of a general liberal education.

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
Basic Studies III	3
Major Requirements	36
HTY 121 United States History to 1865	(3)
HTY 122 United States History Since 1865	(3)
HTY 123 Western Civilization to 1500	(3)
HTY 124 Western Civilization Since 1500	(3)
HTY 339 Readings in History	(3)
HTY 427 History of Ideas	(3)
HTY 499 Senior Seminar in History	(3)
Five other upper-division (300-400 level) courses in history	(15)
Physical Education Requirement	2
Electives	36
Total Credits	*122*

Majors are strongly encouraged to take Spanish language courses.

History Secondary Education

The College offers a teacher preparation program in History Secondary Education which is approved by the State of Florida Department of Education. Upon application to the state, graduates from this program will be eligible to teach in Florida and in 21 other states that recognize this certification. To complete the state-approved Teacher Preparation Program, students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See the Teacher Preparation Program section for a list of requirements for History Secondary Education majors.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

Program Components			*Semester Hours*
Basic Studies I			30
Basic Studies II			15
Basic Studies III			3
Major Requirements			39
HTY	121	United States History to 1865	(3)
HTY	122	United States History Since 1865	(3)
HTY	123	Western Civilization to 1500	(3)
HTY	124	Western Civilization Since 1500	(3)
HTY	225	Far Eastern History	(3)
HTY	227	Latin American and Caribbean History or	
HTY	233	Middle Eastern History	(3)
HTY	339	Readings in History	(3)
HTY	427	History of Ideas	(3)
HTY	499	Senior Seminar in History	(3)
Three other upper-division (300-400 level) courses in history			(9)
REL	224	Religions of the World II: Eastern Religions	(3)
Professional Education Courses			37
EDU	180	Basic Principles of Teaching	(3)
EDU	226	Human Growth and Development	(3)
EDU	222	Contemporary Concerns in School and Society	(3)
EDU	280	Practicum: Introduction to the Instructional Process	(3)
EDU	425	Educational Management and Organization	(3)
EDU	427	Measurement, Assessment, and Evaluation	(3)
EDU	428	Critical Issues in Curriculum and Philosophy	(3)
EDU	439	Special Methods in Teaching Secondary History	(3)
EDU	480	Internship	(12)
EDU	481	Internship Seminar	(1)
Physical Education Requirement			2
		Total Credits	*126*

Prospective teachers are also encouraged to qualify for certification in social studies so as to provide themselves with a stronger qualification for a teaching position. In addition to completing the 36 hours in history and the 37 hours in education, students need to take 18 additional hours: six hours in political science, including POL 223; six hours in economics; and three hours in geography.

History Minor

HTY	121	United States History to 1865 or	
HTY	122	United States History Since 1865	(3)
HTY	123	Western Civilization to 1500 or	
HTY	124	Western Civilization Since 1500	(3)
Four other electives in history, at least two of which must be upper-level (300-400 level)			(12)
		Total Credits	*18*

Human Resources Administration

The human resources administration major is designed for those who wish to pursue a career in personnel management or related human services careers.

The Division of Professional Studies, in cooperation with other divisions, stresses education for the whole person and provides a basis for understanding the economic structure of our products and services. The Division endeavors to prepare students to accept their share of this commitment by placing emphasis on an educational program that develops a well-rounded person capable of creative analytical thought and communication. All of this is accomplished with the liberal arts ideal.

The bachelor's degree in Human Resources Administration is designed to prepare students for graduate study and for careers in personnel management or related human services.

Internships are offered for selected students so that they may apply their theoretical skills in a business environment.

Program Components			*Semester Hours*
Basic Studies I			30
Basic Studies II			15
Basic Studies III			3
Required Courses			48
ECO	201	Principles of Macroeconomics	(3)
ECO	202	Principles of Microeconomics	(3)
GBA	335	Administrative and Personnel Law	(3)
HRA	335	Selection and Placement	(3)
HRA	340	Training and Development	(3)
HRA	360	Compensation and Benefits	(3)
HRA	499	Seminar in Human Resources Administration	(3)

MAT	201	Introduction to Statistics	(3)
MGT	301	Principles of Management	(3)
MGT	331	Management of Human Resources	(3)
MGT	412	Organizational Behavior and Development	(3)
MGT	441	Labor Relations	(3)
PSY	228	Social Psychology	(3)
PSY	319	Human Behavior in Stress and Crisis	(3)
PSY	331	Interviewing and Counseling Skills	(3)
SSC	320	Methods of Social Research	(3)
Physical Education Requirement			2
Electives			24
		Total Credits	***122***

Recommended electives include ACC 201 Principles of Accounting I, MGT 325 Finance for Managers, MGT 321 Communications for Management and MKT 301 Principles of Marketing.

Human Services

This major is designed to prepare students for a variety of careers in the human services field. The theoretical foundation, or knowledge base, is social systems theory to provide a framework for understanding behavior and social service delivery systems.

The major has two areas of specialization: the Human Behavior Specialization and the Social Services Specialization. The Human Behavior Specialization emphasizes the development of problem-solving skills, an understanding of the principles of interpersonal behavior in the social environment, including the impact of cultural diversity, and critical thinking skills. The Social Services Specialization emphasizes these same skills and principles and, in addition, offers two introductory field experiences. Both specializations include an examination of research methodologies to measure the success of the application of skills and knowledge learned.

Program Components	***Semester Hours***
Basic Studies I	30
Basic Studies II	15
Basic Studies III	3
Foundation Courses	33

HUS	121	Introduction to Human Services	(3)
HUS	425	Field Placement	(6)
HUS	498	Senior Seminar	(3)
MAT	201	Introduction to Statistics	(3)
PSY	121	Introduction to Psychology	(3)
PSY	331	Interviewing and Counseling Skills	(3)
SOC	121	Introduction to Sociology or	
SSC	222	Social Problems	(3)
SSC	320	Methods of Social Research	(3)
SWK	319	Human Behavior in Stress and Crisis	(3)
SWK	328	Social Welfare Policy I	(3)
Specialization courses			21
Physical Education Requirement			2
Electives			18
		Total Credits	***122***

Human Behavior Specialization

EDU	226	Human Growth and Development	(3)
PSY	327	Abnormal Psychology	(3)
SSC	324	Marriage and the Family	(3)
SSC	322	Race and Ethnicity in American Culture	(3)
SSC	327	Cultural Anthropology	(3)
SSC	328	Drugs, Society, and Human Behavior	(3)
PSY	228	Social Psychology or	
SSC	332	Interaction in Everyday Life	(3)
		Total Credits	***21***

A recommended elective is SSC 335 Women in American Society.

Social Services Specialization

EDU	226	Human Growth and Development	(3)
HUS	125	Field Placement	(3)
HUS	225	Field Placement	(3)
SSC	324	Marriage and the Family	(3)
SSC	322	Race and Ethnicity in American Culture	(3)
SSC	327	Cultural Anthropology	(3)
PSY	228	Social Psychology or	
SSC	332	Interaction in Everyday Life	(3)
		Total Credits	***21***

International Studies

A 36-hour major in international studies is designed to provide a foundation for graduate study in various international fields, as preparation for an international business, diplomatic, or military career, or as part of a general liberal education.

Students are strongly encouraged to complete at least two semesters of a foreign language and consider the option to study overseas for a semester or full year.

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
Basic Studies III	3
Major Requirements	36
HTY 124 Western Civilization Since 1500	(3)
HTY 325 Modern Russia	(3)
HTY 425 United States Diplomatic History	(3)
HTY 499 Senior Seminar in History	(3)
POL 323 Comparative Politics	(3)
POL 423 International Relations	(3)
Six courses from the following:	(18)
HTY 225 Far Eastern Civilization	
HTY 227 Latin America and the Caribbean	
HTY 233 The Modern Middle East	
HTY 300 Palestine and Israel	
HTY 330 War and Peace	
HTY 337 Legacies of the British Empire	
HTY 422 Europe in the Twentieth Century	
POL 324 Politics of Developing Nations	
POL 421 Political Geography	
REL 223 Religions of the World I: Western Religions	
REL 224 Religions of the World II: Eastern Religions	
SSC 327 Cultural Anthropology	
Physical Education Requirement	2
Electives	36
Total Credits	*122*

Majors are strongly encouraged to take Spanish language courses.

Management Minor

Students may minor in management with majors in other than business administration. Business administration majors may also minor in areas that are not in their specialization.

MGT 301 Principles of Management	(3)
Plus four other upper-level management courses	(12)
Total Credits	*15*

Marketing Minor

Students may minor in marketing with majors in other than business administration. Business administration majors may also minor in areas that are not in their specialization.

MKT 301 Principles of Marketing	(3)
Plus four other upper-level marketing courses	(12)
Total Credits	*15*

Medical Technology

(Bachelor of Science)

Students majoring in medical technology spend three academic years at Saint Leo College, with the fourth year being spent at an affiliated hospital. During the first three years the student must complete 98 semester hours. In the third year, the student should apply for admission to the clinical program at an affiliated hospital. The student is still registered at Saint Leo College during this period and will receive an additional 30 semester hours of credit.

Program Components	*Semester Hours*
Basic Studies I	31
(Include BIO 125, MAT 161)	
Basic Studies II	15
(Include MAT 231)	
Basic Studies III	3
Foundation Courses	28
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)
CHE 312 Organic Chemistry II	(4)

CHE	321	Quantitative Chemical Analysis	(4)
PHY	221	General Physics I	(4)
PHY	222	General Physics II	(4)
Major Requirements			19
BIO	311	Invertebrate Zoology	(4)
BIO	312	Vertebrate Zoology	(4)
BIO	422	Immunology	(3)
BIO	425	Microbiology	(4)
One other upper-division (300-400 level) course in biology			(4)
Physical Education Requirement			2
Clinical Program			30
The clinical program is taken during the senior year at an affiliated hospital.			
MED	410	Microbiology	(6)
MED	411	Parasitology	(2)
MED	412	Urinalysis	(2)
MED	413	Orientation	(1)
MED	420	Hematology	(5)
MED	421	Blood Banking	(3)
MED	422	Serology	(2)
MED	430	Chemistry, Clinical	(9)
		Total Credits	*128*

Music Minor

The minor in music is offered for personal enrichment. The minor in music requires the following 22 hours.

MUS 111, 114, or 118 Ensembles	(4)
MUS 120-420 Private Instruction	(4)
MUS 121 Music Theory I	(4)
MUS 122 Music Theory II	(4)
MUS 321 Music History I	(3)
MUS 322 Music History II	(3)
Total Credits	*22*

Philosophy Minor

The minor in philosophy requires 18 hours in philosophy courses, nine of which must be in upper-division (300-400 level) courses. The minor, in addition to providing personal enrichment, is especially useful for students considering graduate studies in religion and ministry. The minor is also relevant for students majoring in political science and pre-law.

Physical Education Secondary Education

The physical education major provides a foundation of study in human movement performance that prepares students for careers in physical education teaching and athletic coaching. The primary goals are to develop in-depth knowledge of the discipline of movement, exercise and sport science; develop able leaders for the teaching and coaching professions; and provide the foundation for students who desire to continue their study in graduate school.

The physical education teacher certification program is approved by the State of Florida Department of Education. It is designed to prepare students to teach physical education on the secondary level (grades 6-12). In addition, students who plan to coach athletic sports may complete courses leading to a Florida coaching endorsement. It is also recommended that students obtain Red Cross certification in Community Water Safety or Lifeguarding. To complete the state-approved Teacher Preparation Program, students must complete all required education courses with a grade of "C" or higher and satisfy all program requirements. See the Teacher Preparation Programs section for full explanation of teacher certification requirements.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

Program Components			*Semester Hours*
Basic Studies I			31
Specific requirement is BIO 225.			
Basic Studies II			16
Specific requirement is BIO 226.			
Basic Studies III			3
Foundation Courses			6
PED	220	Motor Skills Development and Analysis	(3)
PED	230	Community First Aid and Safety	(3)
Major Requirements			33
BIO	420	Kinesiology	(3)
BIO	426	Physiology of Exercise	(3)
PED	306	Instructional Design and Content of Racquet Sports/ Track and Field	(3)

PED	308	Instructional Design and Content of Team Sports	(3)
PED	309	Instructional Design and Content of Personal Fitness/Weight Training	(3)
PED	320	Theory and Practice of Coaching	(3)
PED	340	Prevention and Treatment of Athletic Injuries	(3)
PED	350	Adaptive Physical Education and Recreation	(3)
PED	443	Organization and Administration of Physical Education	(3)

Two courses from the following: ..... (6)

PED	322	Coaching Football	
PED	323	Coaching Golf and Tennis	
PED	324	Coaching Basketball	
PED	325	Coaching Baseball	

Professional Education Courses 31

EDU	180	Basic Principles of Teaching	(3)
EDU	226	Human Growth and Development	(3)
EDU	222	Contemporary Concerns in School and Society	(3)
EDU	280	Practicum: Introduction to the Instructional Process	(3)
EDU	427	Measurement, Assessment, and Evaluation	(3)
EDU	428	Critical Issues in Curriculum and Philosophy	(3)
EDU	480	Internship	(12)
EDU	481	Internship Seminar	(1)

Physical Education Requirement 2

Total Credits 122

Florida Coaching Endorsement

The Physical Education program offers course work which leads to State of Florida Department of Education endorsement in athletic coaching. The courses are available for all students. However, they should be of special interest to all majors seeking teaching certification in elementary or secondary education, including physical education. Students may increase their marketability by adding this endorsement to their teaching certificate. The following courses are needed to satisfy Florida Department of Education requirements for an Endorsement in Coaching:

PED	320	Theory and Practice of Coaching	(3)
PED	340	Prevention and Treatment of Athletic Injuries	(3)

One of the following courses: (3)

PED	322	Coaching Football
PED	323	Coaching Golf and Tennis
PED	324	Coaching Basketball
PED	325	Coaching Baseball

In addition to the above, the following courses are strongly recommended electives for those students interested in pursuing coaching careers: PED 220 Motor Skill Development and Analysis and PED 230 Community First Aid and Safety.

Political Science

A 30-hour major in political science is designed as preparation for graduate or legal study, for a career in politics or public service, or as part of a general liberal arts education.

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
Basic Studies III	3
Major Requirements	30

POL	121	Introduction to Politics	(3)
POL	123	Introduction to Law and the Legal System	(3)
POL	223	American Federal Government	(3)
POL	224	American State and Local Government	(3)
POL	311	Political and Legal Theory I or	
POL	312	Political and Legal Theory II	(3)
POL	326	U.S. Constitutional Law I or	
POL	326	U.S. Constitutional Law II	(3)
POL	499	Senior Seminar in Political Science	(3)

Three other upper-division (300-400 level) courses in political science, CRM 321, CRM 322, or HTY 425 (9)

Physical Education Requirement 2

Electives 42

Total Credits 122

Majors are strongly encouraged to take Spanish language courses.

Political Science Minor

POL	121	Introduction to Politics	(3)
POL	223	American Federal Government	(3)
POL	323	Comparative Politics	(3)

Three additional electives in political science, at least two of which must be 300-400 level (9)

Total Credits 18

Pre-Law

Law schools do not require a particular undergraduate major. Saint Leo College encourages students interested in law school to major in any field they desire. A Pre-Law advisor is available to advise students in the selection of a major, registering for courses, and general preparation for law school.

Particularly useful courses include those that develop thinking skills, such as accounting, logic, and writing; communication skills, such as speech and writing; and knowledge of social institutions, such as criminology, history, and political science.

The following specific courses also would benefit students interested in attending law school: POL 123 Introduction to Law and the Legal System, POL 326 United States Constitutional Law I, POL 327 United States Constitutional Law II, and GBA 331 Business Law I.

Students who are considering a career in law should meet with the Pre-Law advisor who may be contacted through the Division of Liberal Arts and Sciences.

Preprofessional Program

Students intending to pursue careers in medicine, dentistry and veterinary science are encouraged to obtain the bachelor's degree with a major in biology and a minor in chemistry. Students with an interest in optometry, pharmacy, or other preprofessional medical programs should consult with the department chair.

Psychology

A 36 or 37-hour major in psychology is designed as preparation for entry-level positions in mental health and human services settings, as well as for psychology-oriented positions in personnel or sales, for graduate study in psychology and related fields, or as part of a liberal education.

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
Basic Studies III	3
Major Requirements	36-37
MAT 201 Introduction to Statistics	(3)
PSY 121 Introduction to Psychology	(3)
PSY 228 Social Psychology	(3)
PSY 324 Experimental Psychology	(3 or 4)
PSY 327 Abnormal Psychology	(3)
PSY 422 Psychology of Learning or	
PSY 432 Psychology of Motivation	(3)
PSY 496 Comprehensive Psychology Examination (PACAT)	(0)
PSY 499 Senior Seminar in Psychology	(3)
Five other upper-division (300-400 level) courses in psychology	(15)
Physical Education Requirement	2
Electives	35-36
Total Credits	***122***

Majors are strongly encouraged to take Spanish language courses.

Psychology Minor

PSY 121 Introduction to Psychology	(3)
Five additional electives in psychology, at least three of which must be from the following list:	(15)
MAT 201 Introduction to Statistics	
PSY 228 Social Psychology	
PSY 322 Physiological Psychology	
PSY 324 Experimental Psychology	
PSY 327 Abnormal Psychology	
PSY 331 Interviewing and Counseling Skills	
PSY 335 Psychology of Women	
PSY 422 Psychology of Learning	
PSY 427 Personality Theory	
PSY 428 Counseling Principles and Practices	
PSY 431 Childhood Disorders	
PSY 432 Psychology of Motivation	
PSY 433 Sensation and Perception	
Total Credits	***18***

Public Administration

The 42-hour major in public administration is designed as a preparation for graduate study in public administration or for a career in public service.

Program Components			*Semester Hours*
Basic Studies I			30
Basic Studies II			15
Basic Studies III			3
Major Requirements			42
ACC	201	Principles of Accounting I	(3)
ECO	201	Principles of Macroeconomics	(3)
MAT	201	Introduction to Statistics	(3)
MGT	301	Principles of Management	(3)
MGT	325	Finance for Managers	(3)
MGT	331	Management of Human Resources	(3)
PHI	328	Business Ethics	(3)
POL	223	American Federal Government	(3)
POL	224	American State and Local Government	(3)
POL	325	Public Administration	(3)
POL	499	Senior Seminar in Political Science	(3)
Three courses from the following:			(9)
ECO	423	Public Finance and Taxation	
HCA	302	Health Care Organization	
MGT	412	Organizational Behavior	
PSY	319	Human Behavior in Stress and Crisis	
SSC	320	Methods of Social Research	
SSC	322	Race and Ethnicity in American Culture	
SSC	335	Women in American Society	
SWK	328	Social Welfare Policy	
Physical Education Requirement			2
Electives			30
		Total Credits	*122*

Religion

The major in religion requires 30 hours and is intended as preparation for graduate study in religion and ministry and for personal enrichment. Students majoring in religion should consider a second major in another field, such as English or social science.

Program Components			*Semester Hours*
Basic Studies I			30
Basic Studies II			15
Basic Studies III			3
Major Requirements			30
REL	124	Introduction to the Old Testament	(3)
REL	125	Introduction to the New Testament	(3)
(may be replaced with REL 325 with approval of the dean)			
REL	320	Foundations of Christian Faith	(3)
REL	333	Survey of Christian Theology I	(3)
REL	334	Survey of Christian Theology II	(3)
One other course from the following:			(3)
REL	220	Christian Morality	
REL	345	Christian Social Ethics	
PHI	224	Ethics	
PHI	324	Medical Ethics	
PHI	328	Business Ethics	
PHI	345	Contemporary Moral Issues	
Four other courses in Religion			(12)
(A minimum of 30 semester hours must be in Religion.)			
Physical Education Requirement			2
Electives			42
		Total Credits	*122*

Religion Minor

The minor in religion requires 18 hours in religion, nine of which must be in upper-division (300-400 level) courses. The minor is useful for students with a religious interest who plan to teach at the secondary level in either public or private schools.

In addition to the major and minor in religion, the College works collaboratively with diocesan offices throughout Florida in support of the continuing education needs of clergy, religious, and laity. Credit and non-credit programs are available in support of permanent diaconate formation, youth ministry, and lay leadership.

Social Work

This 61-hour major is designed to prepare students for entry level social work practice as well as for graduate study in social work or related areas. The program is accredited by the Commission on Accreditation of the Council on Social Work Education. Graduates receive the B.S.W.

degree. The curriculum emphasizes content in each of five areas: social welfare policy, human behavior and the social environment, research, practice methods, and field instruction. Admission to the Social Work program is by special application. Students must formally apply, complete an interview with a member of the social work faculty, and successfully complete SWK 331 Methods of Social Work Practice I before admission to the Social Work program. Admission into SWK 425 - Field Placement in Social Work also must be by special application. To be eligible for SWK 425, a student must earn a minimum grade of "C" in SWK 121, 331, 332, 333, and 421. In addition, a student must demonstrate dependability, good character, and acceptable academic standing. Students denied admission to field placement must select another major. The Social Work Program is available only to students enrolled through the campus program.

Religion is a minor highly compatible with a social work major, as are minors in management, computer information systems, sociology, or psychology.

Program Components			*Semester Hours*
Basic Studies I			30
Basic Studies II			15
Basic Studies III			3
Required Courses			61
BIO	121	Introduction to Biology	(3)
EDU	226	Human Growth and Development	(3)
MAT	201	Introduction to Statistics	(3)
POL	121	Introduction to Politics or	
POL	223	American Federal Government or	
POL	224	American State and Local Government	(3)
PSY	121	Introduction to Psychology	(3)
SOC	121	Introduction to Sociology or	
SSC	222	Social Problems	(3)
SSC	320	Methods of Social Research	(3)
SWK	121	Introduction to Social Work	(3)
SWK	317	Human Behavior in the Social Environment	(3)
SWK	319	Human Behavior in Stress and Crisis	(3)
SWK	328	Social Welfare Policy	(3)
SWK	331	Methods of Social Work Practice I	(3)
SWK	332	Pre-Internship	(3)
SWK	333	Methods of Social Work Practice II	(3)
SWK	421	Methods of Social Work Practice III	(4)
SWK	425	Field Placement in Social Work	(12)
SWK	426	Senior Seminar in Social Work	(3)
Physical Education Requirement			2
Electives			11
		Total Credits	***122***

Majors are strongly encouraged to take Spanish language courses because bilingual skills enhance employment opportunities in the social work field.

Requirements for admission to Social Work Program

Students are responsible for contacting a member of the social work faculty regarding admission to the Social Work Program.

Requirements for admission include:

1. Successful completion of 45 semester hours, including 12 hours that must have been earned at Saint Leo College.
2. Successful completion of SWK 121 Introduction to Social Work with a minimum grade of "C."
3. Successful completion of SWK 331 Methods of Social Work Practice I.
4. Completion of the application form for admission to the social work major.
5. Successful completion of an interview with the social work faculty.

An internship fee is charged for the senior field placement to help defray the costs of the internship program. A fee for liability insurance is charged prior to the junior pre-internship and the senior field placement. This fee is set by the insurer. Students are responsible for their own transportation to their field placements.

Sociology

The 36-hour major in sociology is designed as preparation for graduate study, for careers that involve working with people, or as part of a liberal education.

Program Components			*Semester Hours*
Basic Studies I			30
Basic Studies II			15
Basic Studies III			3
Major Requirements			36
MAT	201	Introduction to Statistics	(3)
SOC	121	Introduction to Sociology	(3)
SOC	323	Sociological Theory	(3)
SSC	222	Social Problems	(3)

SSC	320	Methods of Social Research	(3)
SSC	322	Race and Ethnicity in American Culture	(3)
SSC	324	Marriage and the Family	(3)
SSC	327	Cultural Anthropology	(3)

Four other upper-division (300-400 level) courses in sociology (SOC), social science (SSC), criminology (CRM), SWK 319, or SWK 328 (12)

Physical Education Requirement 2

Electives 36

Total Credits 122

Majors are strongly encouraged to take Spanish language courses.

Sociology Minor

SOC	121	Introduction to Sociology	(3)
SSC	222	Social Problems	(3)

Four additional electives in sociology (SOC), social work (SWK), or social science (SSC), at least three of which must be 300-400 level (12)

Total Credits 18

Sport Management

The sport management program provides a foundation of study in human movement performance and in the business of sport. The primary goals are to develop in-depth knowledge of the disciplines of exercise and sport science and sport organizations; develop able leaders for the various professions that focus on sport agencies; and provide the foundation for students who desire to continue their study in graduate school.

The sport management program of study provides the theoretical framework for a number of professions that focus on leadership roles in sport agencies including amateur and professional sports; recreation, college and university sports; fitness industry activities; and the marketing of sport clothing and other sporting goods.

Program Components	*Semester Hours*
Basic Studies I	31
Specific requirement is BIO 225.	
Basic Studies II	16
Specific requirement is BIO 226.	
Basic Studies III	3
Major Requirements	42

BIO	420	Kinesiology	(3)
BIO	426	Physiology of Exercise	(3)
SPM	114	Introduction to Sport Management	(3)
PED	220	Motor Skill Development and Analysis	(3)
PED	230	Community First Aid and Safety	(3)
SPM	321	Sociology of Sports	(3)
SPM	334	Sport Facility and Event Management	(3)
PED	350	Adaptive Physical Education	(3)
SPM	414	Internship in Sport Management	(12)
SPM	434	Seminar in Sport Management	(3)
SPM	444	Sport Administration	(3)

Business Requirements 24

ACC	201	Principles of Accounting I	(3)
GBA	331	Business Law I	(3)
MGT	301	Principles of Management	(3)
MKT	301	Principles of Marketing	(3)
MGT	321	Communications for Management	(3)
MGT	331	Management of Human Resources	(3)
PHI	328	Business Ethics	(3)

Basic Physical Education Requirement 2

Electives 4

Total Credits 122

Teacher Preparation Programs

The goal of the Teacher Preparation Program is to train students to be competent members of the education profession and to qualify them for Florida State Certification. While the Division is ready to help its students to succeed, it should be noted that the standards for performance are high. Students who do not demonstrate adequate growth in professional skills or in personal commitment to teaching will be counseled out of teacher education.

Under the direction of the Chair of the Department of Education and the Dean of the Division of Professional Studies, the Department of Education has four functions:

1. Directs and authorizes the development, implementation, and evaluation of the Teacher Education Program.
2. Cooperates with local schools in providing mutually beneficial classroom experiences for education students.

3. Offers its services for advancing education throughout the College and the larger community.
4. Offers support to the Teacher Education graduates during their first year of teaching.

The Teaching Certificate

To be hired to teach, candidates must be certified by the state in which they hope to be employed. Each state has its own certification requirements, but an interstate agreement on qualifications for teachers has been arranged by some states. This agreement is renegotiated periodically, and the list of participating states may change. Students should check to be certain that their home state is currently participating in the agreement. Each state which is party to the agreement will recognize graduates from programs of other member states. The following states and the District of Columbia are members of the interstate agreement:

Alabama
California
Connecticut
Delaware
Florida
Georgia
Hawaii
Idaho
Indiana
Kentucky
Maine
Maryland
Massachusetts
Montana
New Hampshire
New Jersey
New York
North Carolina
Ohio
Pennsylvania
Rhode Island
South Carolina
Tennessee
Texas
Utah
Vermont
Virginia
Washington
West Virginia

To benefit from the interstate agreement a student must graduate from a state-approved teacher education program. The Florida-approved Teacher Education Program at Saint Leo College includes:

Elementary Education (1-6)
English Secondary Education (6-12)
History Secondary Education (6-12)
Physical Education Secondary Education (6-12)

Entering a Teacher Education Program

There are two steps a student must take to be admitted to the teacher education program. The first step is to declare a major in one of the teacher education programs. This may be done when applying for admission to the College or at any time during the first or second year in residence.

The second step involves meeting the special requirements for being officially accepted into a teacher education program. The requirements are as follows:

1. Successfully complete 24 hours of credit in Basic Studies.
2. For students wishing to begin any education courses as sophomores, a minimum cumulative SAT score of 950 or composite ACT score of 20 (taken within the past 5 years) must be documented. These scores are set by the State of Florida at the 40th percentile and are subject to change.
3. For students transferring as juniors or who have completed two full years of college coursework (60 hours), a 2.5 grade point average is required to take any education courses.
4. Maintain a 2.5 grade point average overall and a minimum grade of a C in all education classes.
5. Students must complete a formal application of admission to the Education Department.

*Internship (EDU 480)**

A student who wishes to be certified to teach as part of the degree program must spend one complete semester as an intern. Internship is completed during the last semester of study. Internship is a full-time activity and is taken only during a regular fall or spring semester. Special requirements, which must be met before a student is allowed to intern, are as follows:

1. A cumulative grade point average of at least 2.50 and a minimum grade of C in each education course taken.
2. Successful completion of the education course sequence.
3. Passing the CLAST (College Level Academic Skills Test) which is a part of the FTCE.
4. Taking the Florida Teacher Certification Examination (FTCE) during the semester prior to the internship semester. Passing the FTCE is a graduation requirement (see next section).

5. Completion of application for student teaching by February 15 or October 15 of the semester preceding internship.

An internship fee is charged for EDU 480 Internship to help defray the costs of the internship program.

Graduation Requirements for Teacher Education Programs

Graduation requirements for teacher education programs are as follows:

1. Satisfy all requirements listed under Internship.
2. Pass the Florida Teacher Certification Examination (FTCE). Notation of completion of a state-approved program will appear on a student's transcript when all requirements, including passing the FTCE, are met. Any student not passing the FTCE will not be considered to have completed the approved program.
3. Receive a passing grade for EDU 480 Internship and EDU 481 Internship Seminar.
4. Satisfactorily complete all requirements for a bachelor's degree as set forth elsewhere in the catalog.

Secondary Teaching in Biology

Teacher certification in this field is currently possible because the state honors a Saint Leo College degree in this subject, but Saint Leo College does not at present have a state-approved teacher preparation program in this area. Graduates seeking Florida teacher certification may be subject to changing state certification regulations if so mandated by the state of Florida. Students who plan to teach outside of Florida should check with their home states to determine whether graduation from a state-approved program is required for automatic certification through the interstate agreement and to determine whether additional coursework might be required by the state for certification.

Certification by Transcript Approval

The state of Florida presently allows applicants to be certified to teach through a course-by-course satisfaction of each separate certification requirement. Saint Leo College Division of Professional Studies does not permit undergraduate students to take more than two education courses unless they are enrolled in a state-approved elementary, secondary, or K-12 teacher preparation program. Students who wish to intern must have completed all of the requirements for the appropriate degree before application may be made. An academic residency requirement of 30 hours and 15 hours in the major (which may include the 13-hour internship semester credit) must be satisfied in order for a degree to be granted by the college.

Saint Leo College does not have a certification only program that differs from the degree program. Teacher Recertification Program (TRP) courses which carry an EDC course prefix may not be used toward initial certification.

Florida Laws Concerning Education Programs and Teacher Certification

Florida law requires candidates for certification to pass the Florida Teacher Certification Examination (FTCE). To facilitate passing this examination and to ensure certification, all students in the Teacher Education Program must pass the examination before completing their program at Saint Leo College. Notation of completion of a state-approved program will not appear on a student's transcript until the FTCE has been passed. The CLAST, which is used as one part of the FTCE, is administered at Saint Leo College and must be taken when a student has earned 60 hours. The Professional Education and the Subject Area Subtests are administered by the state on specific testing dates. The fee is to be paid by the student.

Florida law also requires that a candidate for regular certification complete the Professional Orientation Program during the first year of teaching. The specific components of this requirement may be determined by contacting the home school district in Florida at the appropriate time.

The Teacher Education Program of Saint Leo College is subject to the requirements and review of various accrediting and certifying agencies. When these agencies dictate changes in rules or procedures, such requirements supersede the statements in this catalog.

Courses of Instruction

In the following section, courses offered by the various academic departments of the College are listed alphabetically by subject. Immediately following each course title is the number of credits granted for successful completion of the course. Courses listed represent the normal offerings. Departments also are authorized to offer special courses on an ad hoc basis. These are given in a "Special Topics" designation in the course listings.

Accounting Course Descriptions

ACC 201 ***3 credits***
Principles of Accounting I

An introduction to the preparation and use of accounting information that is found in financial and operating statements. Study of the bases for measuring performances and making business decisions. Emphasis is on problems of measurement of income and expense, working capital and investments. Includes material on corporations, fund-flow and interpretation of financial statements. Course fee varies.

ACC 202 ***3 credits***
Principles of Accounting II
Prerequisite: ACC 201

A continuation of ACC 201 with emphasis on problems of measurement of income and expense, working capital, and investments. Includes material on corporate investments and liabilities, cash flow statements, cost accounting, cost-volume analysis, budgeting, capital budgeting, and internal decision making. Course fee varies.

ACC 301 ***3 credits***
Intermediate Accounting I
Prerequisite: ACC 202

Study of the development of generally accepted accounting principles and valuation models in the application to the general presentation of financial statements.

ACC 302 ***3 credits***
Intermediate Accounting II
Prerequisite: ACC 301

A continuation of the development of generally accepted accounting principles and valuation of liabilities and equities, revenue realization, accounting changes, income taxes, leases, and financial statement disclosures.

ACC 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue a particular aspect of accounting that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ACC 331 ***3 credits***
Cost Accounting I
Prerequisite: ACC 202

A study of relevant costs for decision-making, cost accounting fundamentals, systems and management control.

ACC 332 ***3 credits***
Cost Accounting II
Prerequisite: ACC 331

A continuation of ACC 331 emphasizing cost analysis, capital budgeting, inventory planning and other costs.

ACC 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in accounting that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ACC 401 ***3 credits***
Advanced Accounting
Prerequisite: ACC 302

Accounting principles for mergers, acquisitions and consolidations, and work-sheet analysis of consolidation principles, partnership accounting. Introduction to international accounting and fund accounting.

ACC 403 ***3 credits***
Accounting Information Systems
Prerequisite: ACC 302

Principles involved in setting up business or non-profit organization accounting systems, related source documents, internal controls, and the interface with the need of management of the organization, integration of systems to computer applications, and managing computer internal controls, designs, and implementation.

ACC 404 ***3 credits***
Fund Accounting for Government and Not-for-Profit Organizations
Prerequisite: ACC 201

Accounting principles as they apply to governments and not-for-profit organizations (cities, hospitals, universities, etc.). Management accounting principles as they apply to these organizations.

ACC 405 ***3 credits***
Accounting Theory and Research
Prerequisite: ACC 302

Pure accounting theory -- its concepts, theorems and propositions -- is examined with openness to seek better accounting information. The research portion blends the practical application of theory to current real problems in decisions as to how financial statements should be presented.

ACC 411 ***3 credits***
Auditing I
Prerequisites: ACC 302 and MAT 201

Principles and procedures of internal and public auditing. The ethics, responsibilities, standards and reports of professional auditors.

ACC 412 ***3 credits***
Auditing II
Prerequisite: ACC 411

A continuation of ACC 411 emphasizing accounting systems, applications of auditing programs, and current developments in the field of public accounting.

ACC 421 ***3 credits***
Federal Taxes I
Prerequisite: ACC 202

An introduction to the federal income tax structure with emphasis on statutes and regulations relating to the concept of taxable income emphasizing the taxation of individuals.

ACC 422 ***3 credits***
Federal Taxes II
Prerequisite: ACC 421

An introduction to federal taxation of corporations, partnerships, trusts and estates with an expanding emphasis on corporate taxation.

ACC 423 ***3 credits***
Estate, Trusts and Gifts Taxation
Prerequisite: ACC 202

Review of the tax laws as regards estates and gifts and applicable property transactions related to estates and gifts. Review of the tax law regarding the taxable income of estates and trusts and how they differ from the taxable income of individuals and corporations.

ACC 425 ***3-12 credits***
Accounting Internship
Prerequisites: Junior or senior standing and permission of division dean/center director

Students use skills learned in the classroom to design, implement, or improve accounting procedures within small businesses and agencies or obtain experience in a corporate setting or CPA firm. As an intern the student will experience and learn functions of accounting which may include: financial statement analysis; inventory analysis; flexible budgeting; fixed asset conversion; interoffice settlement account; banking function; price level adjusted statements; consolidations; replacement costing; auditing; taxes.

ACC 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of accounting that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

ACC 499 ***0 credits***
Accounting Comprehensive Examination
Prerequisite: Senior standing

Final comprehensive written examination for accounting majors. Examination is taken in the final semester of accounting coursework. Test fee.

Art Course Descriptions

ART 121 ***3 credits***
Visual Fundamentals I
Introduction to the principles of art through individual creative development, emphasis on two-dimensional design concepts. Six hours of studio per week.

ART 122 ***3 credits***
Visual Fundamentals II
Prerequisite: ART 121
A continuation of ART 121, emphasis on three-dimensional design. Six hours of studio per week.

ART 123 ***3 credits***
Art Appreciation
Basic terms, theories and techniques of the artist; major art movements; media in the visual arts.

ART 221 ***3 credits***
Drawing
Prerequisite: ART 121
Freehand drawing from landscape, live models and objects, with emphasis on training students to see, to understand and to report through drawing. Six hours of studio per week.

ART 223 ***3 credits***
Beginning Painting
Prerequisite: ART 121
Introduction to studio painting. Investigation and experimentation with mixed and intense colors, large and small compositions. Color-value compositions with a variety of color media accepted for individual exploration. Six hours of studio per week.

ART 226 ***3 credits***
Beginning Photography
Prerequisite: ART 121
The art and techniques of black and white photography. Course fee varies.

ART 321 ***2-6 credits***
Studio I
Prerequisites: Appropriate 200-level course and permission of division dean
Individual development according to talent in painting or drawing. May be repeated for credit. Two hours of studio per week for each hour of credit.

ART 322 ***3 credits***
History of Art I
General survey of the cultural development of mankind from earliest times through the French Revolution as reflected in painting, architecture and sculpture.

ART 323 ***3 credits***
History of Art II
Studies in modern art as related to cultural development, beginning with the 19th century and continuing through the present, with emphasis on the contemporary scene.

ART 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean
Designed for small groups of students to pursue in depth a particular aspect of art that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ART 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean
A variable-content course in art that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

Biology Course Descriptions

BIO 121 ***3 credits***
Introduction to Biology
(Non-Majors)
A general, coordinated study of living organisms including human beings. The course covers these topics: cell structure and function, a survey of the protist, plant and animal kingdoms, early development of multicelled organisms and the principles of heredity. Offered every semester.

BIO 125 ***4 credits***
Principles of Biology
(Majors)
A course designed to familiarize students with cell chemistry, cell structure and function, cell reproduction and inheritance. Three lectures and one three-hour laboratory per week. Offered in the fall semester. Course fee varies.

BIO 220 ***3 or 4 credits***
Human Anatomy and Physiology
Prerequisite: BIO 121 or 125
Functional anatomy and physiology with emphasis on the central nervous, muscular, appendicular and endocrine systems. Three or four lectures per week.

BIO 224 ***3 credits***
Health Science
A study of health problems and programs relating to individuals as a means of improving living. Establishes a basis for positive health through the study of various conditions which affect health.

BIO 225 ***4 credits***
Human Anatomy and Physiology I with Lab
A study of cell chemistry and structure, tissues, the integument, the skeletal system, muscle and the nervous system. Three lectures and one three-hour laboratory per week. Offered in the fall semester. Course fee varies.

BIO 226 ***4 credits***
Human Anatomy and Physiology II with Lab
Prerequisite: BIO 225
A study of the senses and the endocrine, blood, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Inheritance and human development will also be considered. Three lectures and one three-hour laboratory per week. Offered in the spring semester. Course fee varies.

BIO 311 ***4 credits***
Invertebrate Zoology
Prerequisite: BIO 125 or permission of division dean
A study of the main characteristics of the principal invertebrate phyla, including general trends in the development of body systems, behavior and adaptations to particular modes of life. Three lectures and one three-hour laboratory per week. Offered in the spring semester. Course fee varies.

BIO 312 ***4 credits***
Vertebrate Zoology
Prerequisite: BIO 311
A study of the structure, physiology, reproduction, ecology, behavior and evolution of the vertebrates. Three lectures and one three-hour laboratory per week. Offered in the fall semester. Course fee varies.

BIO 313 ***4 credits***
Botany
Survey of the plant kingdom. Study of the structure, life processes, reproduction and evolutionary relationships of plants. Local flora serve as a basis for taxonomic studies. Three lectures and one three-hour laboratory per week. Offered in the spring semester. Course fee varies.

BIO 321 ***4 credits***
Vertebrate Embryology
Prerequisite: BIO 125
A study of development combining the traditionally solid morphological approach with the modern experimental and conceptual approach. Three lectures and one three-hour laboratory per week. Offered in the fall semester of odd years. Course fee varies.

BIO 322 ***4 credits***
Comparative Vertebrate Anatomy
Prerequisite: BIO 125
Elective for biology majors. Comparative study of the vertebrate groups with particular reference to the phylogenetic development. Three lectures and one three-hour laboratory per week. Course fee varies.

BIO 323 ***4 credits***
Introduction to Plant Taxonomy
Prerequisites: BIO 125 and BIO 313
A study of the principal families of the angiosperms including phytography and its terminology, the construction and use of keys, nomenclature, concepts of taxa and survey of taxonomic literature. Three lectures and one three-hour laboratory per week. Course fee varies.

BIO 324 ***4 credits***
Cell Physiology
Prerequisites: BIO 125 and CHE 124
An in-depth study of the anatomy and physiology of the animal and plant cell. Techniques such as electrophoresis, thin layer chromatography and cell fractionation will be emphasized in the laboratory. Three lectures and one three-hour laboratory per week. Offered in the spring semester of odd years. Course fee varies.

BIO 325 ***4 credits***
Ecology
Prerequisite: BIO 125 and evidence of Red Cross certification in Community Water Safety

Principles of ecology based on field and laboratory studies of local plant and animal communities. Three lectures and one three-hour laboratory per week. Course fee varies.

BIO 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of biology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

BIO 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean

A variable content course in biology that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

BIO 420 ***3 credits***
Kinesiology
Prerequisites: BIO 226 and junior standing

A study of both anatomical and biomechanical kinesiology as it relates to effective movement and sport skill performance. Emphasis is placed on mastering knowledge of musculoskeletal structure and function. Not available as a 300-400 level biology major elective.

BIO 421 ***4 credits***
Genetics
Prerequisites: BIO 125 and CHE 311

Principles of genetics (evolutionary and biochemical) dealing with the molecular nature of heredity determinants. Three lectures and one three-hour laboratory per week. Offered in the fall semester of even years. Course fee varies.

BIO 422 ***3 credits***
Immunology
Prerequisite: BIO 324

A study of the immune response with emphasis on antigenicity and the structure of antibodies.

BIO 424 ***4 credits***
Parasitology
Prerequisite: BIO 311

A study of the more important protozoan, helminth and arthropod parasites including their taxonomy, morphology, physiology, pathogenesis and treatment. Special emphasis will be placed upon human parasites. Three lectures and one three-hour laboratory per week. Offered in the fall semester of odd years. Course fee varies.

BIO 425 ***4 credits***
Microbiology
Prerequisites: BIO 125 and CHE 124

A study of virus, bacteria and fungi including their morphology, physiology and pathogenesis. Three lectures and one three-hour laboratory per week. Offered in the spring semester of even years. Course fee varies.

BIO 426 ***3 credits***
Physiology of Exercise
Prerequisites: BIO 226 and junior standing

This course is designed to provide the foundation for understanding nutrition, energy transfer, and exercise and training. Course goals are to understand the physiological principles governing human performance, develop a physiologically sound basis to critically evaluate current practices in the area of human performance, and provide information which will assist in making decisions regarding the content and conduct of classes, training sessions, and fitness programs. Not available as a 300-400 level biology major elective.

BIO 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of biology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Chemistry Course Descriptions

CHE 121 ***3 credits***
Chemistry and Society

This course discusses briefly the principles underlying the science of chemistry and applies the knowledge of basic chemistry to major problems currently facing us. It discusses the broad scope of chemistry and its relation to problems of pollution, drugs, energy resources, food production, and life processes, and to products of major importance, such as fuels, plastics, rubber, textiles, detergents and agricultural chemicals. Offered every semester.

CHE 123 ***4 credits***
General Chemistry I

Required of students majoring in biology and environmental science. A beginning course in chemistry. Fundamental laws and theories, including atomic and molecular structure. The periodic law, gas laws, mass and energy relationships, chemical equilibrium and other topics. Three lectures and one three-hour laboratory per week. Offered in the fall semester. Course fee varies.

CHE 124 ***4 credits***
General Chemistry II
Prerequisite: CHE 123

A continuation of general chemistry with qualitative analysis. Three lectures and one three-hour laboratory per week. Offered in the spring semester. Course fee varies.

CHE 311 ***4 credits***
Organic Chemistry I
Prerequisite: CHE 124

Fundamental principles of organic chemistry. Three lectures and one three-hour laboratory per week. Offered in the fall semester. Course fee varies.

CHE 312 ***4 credits***
Organic Chemistry II
Prerequisite: CHE 311

Continuation of CHE 311. Three lectures and one three-hour laboratory per week. Offered in the spring semester. Course fee varies.

CHE 321 ***4 credits***
Quantitative Chemical Analysis
Prerequisites: CHE 124 and MAT 161

Theoretical principles and laboratory techniques involved in quantitative determination of inorganic compounds. Determinations include acidimetry, alkalimetry, redox titrimetry, complexiметric titrimetry, iodimetry and gravimetry. Two lectures and two three- hour laboratories per week. Offered in alternate years. Course fee varies.

CHE 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of chemistry that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

CHE 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean

A variable content course in chemistry that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

CHE 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of chemistry that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

CLAST Course Descriptions

COL 102 ***0 credits***
CLAST Remediation

A course required of all students who fail any of the four parts of the CLAST. It is intended to remediate individual academic deficiencies. Each section focuses on reading, English language skills, essay, or math. Lab work required. Course fee varies.

COL 299 ***0 credits***
CLAST Administration

Administration of CLAST (College Level Academic Skills Test). Test Fee.

Computer Information Systems Course Descriptions

COM 123 ***3 credits***
Introduction to Word Processing on Microcomputers

An introduction to the use of microcomputers in the preparation of text for documents such as letters, reports, manuscripts and research papers. Students will use a word processing application package to learn the fundamentals of computer keyboarding and electronic writing and editing. Combination of data processing and text processing will be explored. Course fee varies.

COM 130 ***3 credits***
Computer Literacy

An introduction to the use of computers with emphasis on the microcomputer operating system, word processing, spreadsheets, database management, and telecommunications. Students will use commercial software packages in the microcomputer laboratory to gain an understanding of software functions and to develop personal competency in practical applications of microcomputers. All students are required to take this course or demonstrate proficiency in all areas of the course. Course fee varies.

COM 205 ***3 credits***
Programming in BASIC
Prerequisites: COM 123 or COM 130

An introduction to information processing and problem solving through the use of the BASIC programming language in the laboratory. Students use algorithms and computer logic to translate data into information through structured design, coding, testing, and debugging of computer programs. Some knowledge of algebra is expected. Course fee varies.

COM 206 ***3 credits***
Programming in Pascal
Prerequisites: COM 123 or COM 130

An introduction to information processing and problem solving through the use of the Pascal programming language in the laboratory. Students use algorithms and computers logic to translate data into information through structure design, coding, testing, and debugging of computer programs. Some knowledge of algebra is expected. Course fee varies.

COM 207 ***3 credits***
Programming in C
Prerequisites: COM 123 or COM 130

An introduction to information processing and problem solving through the use of the C programming language in the laboratory. Students use algorithms and computer logic to translate data into information through structured design, coding, testing, and debugging of computer programs. Some knowledge of algebra is expected. Course fee varies.

COM 210 ***3 credits***
Computer Language and Logic
Prerequisite: COM 205

Continued application of procedure-oriented languages. The student will use algorithm components and programming languages logic to translate data information through structured design, coding, testing and debugging more complex computer programs. Course fee varies.

COM 220 ***3 credits***
COBOL Programming
Prerequisites: COM 123 or COM 130

An introduction to the widely used business oriented programming language. Students will use structured techniques to design, write and test programs using this popular high-level language in a hands-on laboratory environment. Information processing concepts will include input editing, file and record handling, control breaks and report generation. Course fee varies.

COM 230 ***3 credits***
Spreadsheet Applications
Prerequisites: COM 130

An advanced course in the design and construction of spreadsheet applications. Students learn how to build template spreadsheets, to combine spreadsheets, to design and use macros, to use financial and statistical functions, to prepare graphs and to manipulate data by using sorts and queries, Introductory knowledge of a spreadsheet (e.g., LOTUS, VP-Planner, etc.) is required. Course fee varies.

COM 310 ***3 credits***
Software and Hardware Concepts
Prerequisite: COM 130

A study of computer systems and the relationships between hardware architecture, systems software and application software. Topics include mainframes, minicomputers, microcomputers and their operating systems and applications programs; input and output hardware; data communications; networking; and office automation. Course fee varies.

COM 320 ***3 credits***
Systems Analysis and Design
Prerequisite: COM 130

The typical system development cycle including analysis of current systems, logical systems design, physical systems design, program development, testing, implementation, maintenance and documentation. Students are given real life systems to design, implement and document. Course fee varies.

COM 329 ***3 credits***
Directed Study or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue a particular aspect of computer studies that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

COM 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in computer studies that is designed for a specific class level: freshman (100) through seniors (400). Topic is announced in advance of registration.

COM 410 ***3 credits***
Data Base Concepts
Prerequisite: COM 130

Structures of data base management systems, applications of data structures, network, relational, and hierarchical data models, application program development, query systems, file security and the role of data base administrators. Students will use a real management system in the laboratory to create and maintain data files. Course fee varies.

COM 421/MGT 421 ***3 credits***
Management Information Systems
Prerequisites: MGT 301 and COM 130

A study of information concepts and the fundamental principles of the systems approach to managing information. The student will learn the relationship between an organization, its data sources and its information requirements through the study of computer-based decision support processes.

COM 422 ***3 credits***
Advanced Data Base Concepts
Prerequisite: COM 410

Continuation of COM 410 with in-depth study of file management and data base/data communications. Case studies will be used to show the development, design and implementation of functional information systems. Course fee varies.

COM 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of computer studies that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

COM 499 ***3 credits***
Information Resource Management
Prerequisite: COM 421

An advanced course for computer information systems emphasizing the integration of information and environmental systems to support broad strategic planning decisions. This course will involve lectures, readings and discussions.

Criminology Course Descriptions

CRM 220 ***3 credits***
Survey of the Criminal Justice System
Prerequisite: POL 123

An introductory overview of the American criminal justice system that examines crime and victimization trends, crime prevention programs, law enforcement, prosecution, defense, adjudication, sentencing, corrections, and criminal justice policy making.

CRM 225 ***3 credits***
Criminal Investigation

This course covers the fundamental components of investigating criminal offenses for the purpose of apprehending suspects and preparing cases for adjudication. Special attention is paid to the scientific aspects of gathering and analyzing evidence, and the overall management of major cases is stressed. The course objective will be to provide the student with an in-depth examination of the science and art of criminal investigations. Class presentations and crime scene simulations will focus on the use of physical evidence, investigative techniques, due process considerations, and the role of the physical, biological, and social sciences in case development.

CRM 300 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member

A variable content course which is designed to offer a specialized topic, such as capital punishment, parole and probation, RICO, organized crime, etc.

CRM 321 ***3 credits***
Substantive Criminal Law
Prerequisite: POL 123

This course covers the creation and application of substantive criminal law. Topics covered include the nature and origins of criminal law, substantive due process, elements of criminal liability, the doctrine of complicity, uncompleted crimes, defenses to criminal liability, and the elements of crimes against: persons, habitation, property, the public order and morals.

CRM 322 ***3 credits***
Law of Criminal Procedure
Prerequisite: POL 123

This course concerns the laws governing procedural due process for criminal defendants. Case analyses and the interpretation of appellate court opinions are used to learn the fundamental relationships between the U.S. Constitution, courts and criminal procedure. Topics covered include remedies for state law-breaking, initial police - citizen contacts, seizures of persons, search and seizure of property, interrogations and confessions, identification procedures, decisions to charge and the first appearance, pretrial proceedings, conviction by trial and by guilty plea, and post-sentencing considerations.

CRM 326 ***3 credits***
Theories of Criminal Behavior
Prerequisite: SOC 121 or PSY 121

This course is an interdisciplinary examination of the causes of criminal behavior. Case studies are used to illustrate the biological, psychological, social and economic correlations of crime. The focus is on understanding the major theories and applying these theoretical models to improve our understanding of criminal motivations.

CRM 327 ***3 credits***
Typologies of Criminal Behavior
Prerequisite: Junior standing

This course presents a typology of the major systems of criminal behavior in the United States. Topics covered include the principles of criminal topologies, violent personal crime, occasional property crime, public order crime, conventional crime, criminal careers, political crime, occupational crime, corporate crime, organized crime, and professional crime.

CRM 329 ***1-3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

A variable content course in criminology that is designed for individuals or small groups of students to pursue in depth a particular aspect of crime, law, or the criminal justice system that is not covered or is treated lightly in regular course offerings.

CRM 420 ***3 credits***
Prosecution and Adjudication
Prerequisites: POL 123 and CRM 220

This specialized course focuses on the processes and issues of criminal prosecution and adjudication. Upon successful completion of this class, the student should understand the major strategies, problems, and procedures of prosecuting, trying, and sentencing criminal offenders. Subject matter will include charging discretion, plea bargaining, the operation of state and U.S. attorney offices, case preparation and presentation, trial procedure, the criminal court system, criminal defense and public defenders, juries, verdicts, and sentencing options.

CRM 421 ***3 credits***
Juvenile Justice
Prerequisites: POL 123 and CRM 220

This course addresses the problem of juvenile crime and justice in the United States. Topics covered include the nature and extent of the delinquency problem, the measurement of official delinquency, unofficial accounts of delinquency, the role of the family, schools, and peers; an overview of the juvenile justice process including law enforcement, courts, corrections; and efforts towards delinquency prevention and prediction.

CRM 422 ***3 credits***
Law Enforcement Systems
Prerequisites: POL 123 and CRM 220

This course provides a comprehensive examination of American law enforcement systems at the federal, state and local levels. The student should gain an understanding of patrol strategies, field training, detective operations, case screening, crime laboratory, police corruption, use of force, due process issues, community relations, law enforcement information systems, professionalism, job stress, and innovations in policing.

CRM 430 ***3 credits***
Correctional Systems
Prerequisites: POL 123 and CRM 220

This course is designed to be a comprehensive overview of our government's response to convicted criminal offenders. The origins, evolution, processes, and current problems of correctional systems will be the topics of study. More specifically, the course will cover: the history of corrections in the U.S., short-term detention, state and federal prisons, inmate topologies, capital punishment, correctional law, probation/parole, and community corrections.

CRM 425 ***15 credits***
Field Placement in Criminology
Prerequisites: Senior standing, enrollment in the campus program, and permission of the Field Placement Committee

The criminology practicum is intended to be offered to students without professional criminal justice work experience. It is a 560-hour (15-semester hour) unpaid, supervised internship which may be taken only at specific agency provider sites, and only upon approval of the host agency and the Criminology Field Placement Committee. Presently, provider agencies include the Hillsborough County Sheriff's Office, U.S. District Court: Office of Probation and Parole, the U.S. Customs Service, Pasco Juvenile Detention Center, and Florida Department of Corrections (Office of Probation and Parole or Zephyrhills Correctional Institution). Other agencies can be included upon request if they meet provider site criteria.

CRM 496 ***0 credits***
Criminology Comprehensive Examination
Corequisite: CRM 499

Final comprehensive written examination of all criminology foundation and core courses. Examination is administered in the CRM 499 Senior Seminar in Criminology course. Test fee.

CRM 499 ***3 credits***
Senior Seminar in Criminology
Prerequisite: Senior standing in Criminology
Corequiste: CRM 496

This capstone course is designed to synthesize the information and insights from the other courses in the criminology curriculum. It includes computer-based research in crime trends and causes, a research project that evaluates criminal justice policy-making, an assessment of each senior criminology major's knowledge level through the administration of a nationally based criminology achievement examination, and exposure to components of the criminal justice system through volunteer experience at local agencies.

Economics Course Descriptions

ECO 201 ***3 credits***
Principles of Macroeconomics

An introduction to the study of the determination of income, output, employment and prices in the American economy. Emphasis on the gross domestic product and its components.

ECO 202 ***3 credits***
Principles of Microeconomics

A study of economic analysis concerning the factors at work in the marketplace. Emphasis on demand and supply analysis.

ECO 302 ***3 credits***
Intermediate Price Theory
Prerequisite: ECO 202

An in-depth study of microeconomic theory and its application to accounting, banking and finance. Quantitative methods will be introduced in basic problem-solving cases.

ECO 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of economics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ECO 366 ***3 credits***
Money and Banking
Prerequisite: ECO 201

The study of money and its effects on prices, output and employment. Emphasis on monetary theory and policy.

ECO 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in economics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance or at registration.

ECO 423 ***3 credits***
Public Finance and Taxation
Prerequisites: ECO 201 and ECO 202

A study and economic analysis of government expenditures, taxation, public debt, and monetary and fiscal policies. A critical examination of the role of the public sector in a mixed capitalistic system.

ECO 424/POL 424 ***3 credits***
International Political Economy
Prerequisite: ECO 201

An exploration of the linkage between politics and economics in international affairs. Emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence and U.S. economic foreign policy.

ECO 427 ***3 credits***
Economic History of the United States
Prerequisites: ECO 201 and ECO 202

Analysis of such problems in American economic history as land policy, working conditions and organization of labor, expansion of national income, development of transportation, production and distribution, and changing public policy. Relates such problems to money, banking, tariff, public expenditures, taxation, the national debt and American political philosophies.

ECO 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of economics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Education Course Descriptions

EDU 115 ***1 credit***
Student Development Issues
Prerequisite: Permission of faculty member

The purpose of this course is to help students develop skills that relate to their personal development, interaction with individuals and groups, community development, and leadership issues. This course is primarily designed for students interested in, or currently employed as a resident assistant. It will focus on the development of the interpersonal and helping skills useful to any student.

EDU 180 ***3 credits***
Basic Principles of Teaching

This course begins the future teacher's preparation. It also provides the opportunity for students to determine if teaching is something they want to pursue. Each student spends approximately 6 hours per week doing directed observation and tutorial work in the classroom. Seminars focus on basic themes derived from Florida Essential Generic Teaching Competencies.

EDU 222 ***3 credits***
Contemporary Concerns in School and Society
Prerequisite: EDU 226

The study of societal issues which have an impact on the functioning of the schools. The major emphasis is on interventive techniques which are effective in multicultural education and with students who are at risk.

EDU 226 ***3 credits***
Human Growth and Development

A longitudinal study of human development, considering the emotional, physical, social, and cognitive factors of growth from the prenatal period through old age. Three hours per week. Field observations required.

EDU 228 ***3 credits***
Microcomputers in Education

An exploration of computer-assisted instruction in the K-12 classroom. Major topics include integration of courseware into the curriculum, management system design for effective use of microcomputers, and evaluation of educational software.

EDU 280 ***3 credits***
Practicum: Introduction to the Instructional Process
Prerequisite: EDU 180 and EDU 226

The principle objective of this course is to teach the student how to write, present, and evaluate a lesson plan. Students spend 7-8 hours per week observing and teaching. Seminars provide education in direct instruction and opportunities for peer teaching practice. This course includes substantial instructor feedback and at least one formal observation.

EDU 304 ***3 credits***
The Exceptional Child
Prerequisite: EDU 226 (or concurrently)

In this course, education majors learn how to recognize and understand a variety of exceptionalities, the legal rights of disabled students and the classroom accommodations required. Students will apply their knowledge to case studies of exceptional students and will learn to design classroom accommodations for inclusion models. Observation of exceptional students and interviewing ESE specialists required.

EDU 315 ***3 credits***
Theory and Research in Early Childhood

A survey of the theories and research related to child development and the teaching-learning process as applied to current early childhood programs. Lecture, seminar, and observations are combined to establish relationships between theory and practice.

EDU 316 ***3 credits***
Curriculum and Methods for Early Childhood

An experientially based study of desired behaviors in young children and of teaching attributes effective in producing such desired behaviors. Study and observation of programs, curricular materials and methods in early childhood education.

EDU 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

EDU 330 ***3 credits***
Mathematics in the Elementary School
Prerequisite: EDU 180 (or concurrently), EDU 226, and MAT 131

A study of methods and problems in the teaching of mathematics in the elementary school. Topics include developing number concepts, examination of the algorithms in relation to common errors made by students, diagnosing areas of difficulties of students, developing individualized programs of instruction, constructing tests of pre- and post-assessment, grading the individual and use of informal reinforcement aids. Three hours per week and scheduled field experiences. Offered only spring semester on home campus.

EDU 331 ***3 credits***
Humanities in the Elementary School
Prerequisite: EDU 180 (or concurrently) and EDU 226

A study of methods integrating children's literature, music, art, drama, and movement into the elementary school. Includes folklore, poetry, fantasy, and realism. Three hours per week and scheduled field experiences. Offered only spring semester on home campus.

EDU 332 ***3 credits***
Language Arts Development in the Elementary School
Prerequisite: EDU 180 (or concurrently) and EDU 226

A survey of the development of language arts skills through the elementary school years: listening, speaking, reading and writing. Activities to enhance language arts skills development are designed and evaluated. Three hours per week and scheduled field experiences. Offered only fall semester on home campus.

EDU 333/ENG 333 ***3 credits***
Adolescent Literature
Prerequisites: ENG 122 and EDU 226

The study of literature written for adolescents or young adults including realism, romanticism, fantasy, science fiction, and biography. Special emphasis is paid to books commonly used in middle schools and high schools. Offered alternate years fall semesters on home campus.

EDU 334 ***3 credits***
Introduction to Teaching Reading in the Elementary School
Prerequisites: EDU 226 and EDU 280 (or concurrently)

Investigation of basic theories underlying traditional and newer approaches to the teaching of reading. Study and evaluation of essential reading skills involved in readiness, decoding, comprehension and study skills. Three hours per week and scheduled field experiences. Offered only spring semester on home campus.

EDU 335 ***3 credits***
Diagnosis and Remediation of Reading Problems in the Elementary School
Prerequisites: EDU 334

Administration and interpretation of informal reading inventories, criterion tests and other diagnostic measures. Application of specific methods and materials for remediation of reading problems. Knowledge of causation and remediation of various types of reading problems. Three hours per week and scheduled field experiences. Offered only fall semester on home campus.

EDU 338 ***3 credits***
Science in the Elementary School
Prerequisites: At least one college-level science course, EDU 180 (or concurrently), and EDU 226

Study of fundamental concepts in natural science; analysis of techniques, materials and procedures in the instruction of all aspects of natural science at the elementary level. Three hours per week and scheduled field experiences. Offered only fall semester on home campus. Course fee varies.

EDU 339 ***3 credits***
Social Studies in the Elementary School
Prerequisites: EDU 280 (or concurrently)

The examination of teaching strategies in the development of a social studies program. Topics include a study of current trends in social studies instruction, preparing the student for social instruction, developing assessments, developing materials for resources, and utilizing methods of formal and informal instruction. Three hours per week and scheduled field experiences. Offered only fall semester on home campus.

EDU 340 ***3 credits***
Comprehensive ESOL Teaching Strategies
Prerequisites: EDU 180 and EDU 222

A basic course on the principles and strategies of teaching English to Speakers of Other Languages (ESOL) within the regular K-12 classroom setting. It prepares prospective teachers to identify and provide effective instruction in accordance with the limited English proficient (LEP) students' cultures and home language backgrounds, ages, proficiency levels and learning styles. This course is designed to meet the Florida Department of Education requirements for ESOL Endorsement. Offered only spring semester on home campus.

EDU 300-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in education. Topic is announced in advance of registration.

EDU 425 ***3 credits***
Educational Management and Organization
Prerequisite: Senior standing

A broad and critical analysis of school and classroom management issues which includes the major theorists on managing student behavior, legal issues related to the rights of teachers, and the Florida Performance Management System Domains II and V.

EDU 427 ***3 credits***
Measurement, Assessment, and Evaluation
Prerequisites: EDU 226, EDU 280, and senior standing

This course is divided into two parts: traditional assessment measures and their use and interpretation; and alternate performance assessments and their use. Students will identify the key concepts in both types of assessment, then design, administer, and interpret samples of a variety of assessments to meet differing outcomes and adapting to varying student populations.

EDU 428 ***3 credits***
Critical Issues in Curriculum and Philosophy
Prerequisite: Senior standing

This is a capstone academic course for the teacher education major and should be taken the semester prior to the final internship. Using the framework of current issues, the student will synthesize practical and theoretical knowledge in the field of education, with special emphasis on curriculum and philosophy.

EDU 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of education that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

EDU 435 ***3 credits***
Advanced Diagnosis and Remediation of Reading Problems in the Elementary School
Prerequisite: EDU 334 and EDU 335

Investigation of diagnostic tools and remediation techniques and materials for the reading specialist; testing and tutoring of children with reading problems; preparation of case studies. Three hours per week and scheduled field experiences.

EDU 439 ***3 credits***
Special Methods of Teaching Secondary Subjects (English, History, Biology, Math)
Prerequisite: EDU 280

Study of methods and processes specific to the student's teaching area with focus on instructional strategies, communication, and classroom management. Four hours per week of scheduled field experience with two hours per week seminars. Offered only fall semester on home campus.

EDU 480 ***12 credits***
Internship
Prerequisite: Completion of all education requirements, a cumulative 2.50 grade point average, and a grade of C or better in all education courses
Corequisite: EDU 481

A full-time practice teaching experience in the classroom. Taken in the senior year under the supervision of a qualified teacher and a college supervisor. Students apply the knowledge and skills acquired in their professional preparation. Requires time block coinciding with daily schedules of teachers, usually from 8 a.m. to 3:30 p.m. Open only to approved students who have applied for student teaching through the Division of Professional Studies. This is a pass/fail course. Course fee varies.

EDU 481 ***1 credit***
Internship Seminar
Corequisite: EDU 480

Problem-solving seminar to accompany student teaching experience (EDU 480). This is a pass/fail course.

EDU 490 ***3 credits***
Educational Theories of Learning Disabilities
Prerequisite: EDU 226 and EDU 304

An investigation of the sources of specific learning disabilities with special emphasis on implications for educational planning and instructional management. Student observation, research, and reports will be undertaken in order to achieve understanding of the educational problems of SLD children. Three hours per week and scheduled field experiences.

EDU 491 ***3 credits***
Methods and Materials for the Learning Disabled I
Prerequisites: EDU 226, EDU 304, and EDU 490

Methods for teaching social and personal skills to students with specific learning disabilities, with an emphasis on employability, career awareness, and transition. Three hours per week and scheduled, supervised fieldwork.

EDU 492 ***3 credits***
Methods and Materials for the Learning Disabled II
Prerequisites: EDU 304 and EDU 490

Analysis of curriculum, methods and materials for teaching children and adolescents with specific learning disabilities. Procedures of instructional diagnosis are integrated with individualized instruction techniques. Course topics include task analysis, clinical teaching, and strategies for instruction in spoken and written language, reading and mathematics. Three hours per week and scheduled field work.

EDU 493 ***3 credits***
Classroom Management in Special Education
Prerequisites: EDU 304, EDU 490, and senior standing

Investigation and application of behavior management principles for use with exceptional students. Clinical diagnosis of problems, development of specific behavioral plans for individual students and classrooms.

Education Course Descriptions for Teacher Recertification

EDC 228 ***3 credits***
Microcomputers in Education

An exploration of computer-assisted instruction in the K-12 classroom. Major topics include integration of courseware into the curriculum, management system design for effective use of microcomputers, and evaluation of educational software.

EDC 301 ***3 credits***
Methods and Content of Elementary Games

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction, and practical application for the content area of teaching educational games and related skills.

EDC 302 ***3 credits***
Methods and Content of Elementary Dance

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching dance and related skills.

EDC 303 ***3 credits***
Methods and Content of Elementary Gymnastics

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching gymnastics and related skills.

EDC 304 ***3 credits***
The Exceptional Child

In this course, students learn how to recognize and understand a variety of exceptionalities, the legal rights of disabled students and the classroom accommodations required. Students will apply their knowledge to case studies of exceptional students and will learn to design classroom accommodations for inclusion models.

EDC 305 ***3 credits***
Physical Education in the Elementary School

Designed for elementary education concentrators. Emphasis is on teaching skills, reference materials and equipment.

EDC 315 ***3 credits***
Theory and Research in Early Childhood

A survey of the theories and research related to child development and the teaching-learning process as applied to current early childhood programs. Lecture, seminar, and observations are combined to establish relationships between theory and practice.

EDC 316 ***3 credits***
Curriculum and Methods for Early Childhood

An experientially based study of desired behaviors in young children and of teaching attributes effective in producing such desired behaviors. Study and observation of programs, curricular materials and methods in early childhood education.

EDC 325 ***3 credits***
Introduction to Speech Disorders

The nature, causes, and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate and voice disorders.

EDC 326 ***3 credits***
Art in the Elementary School

The theory and practice of art instruction in the elementary school: understanding the creative experience in visual arts through classroom lecture and workshop activity.

EDC 327 ***3 credits***
Art in the Secondary School

Techniques of teaching art to the secondary school student, emphasizing development of the student's creative work. Included are drawing, design, three-dimensional approaches and painting.

EDC 330 ***3 credits***
Mathematics in the Elementary School

A study of methods and problems in the teaching of mathematics in the elementary school. Topics include developing number concepts, examination of the algorithms in relation to common errors made by students, diagnosing areas of difficulties of students, developing individualized programs of instruction, constructing tests of pre- and post-assessment, grading the individual and use of informal reinforcement aids.

EDC 331 ***3 credits***
Humanities in the Elementary School

A study of methods integrating children's literature, music, art, drama, and movement into the elementary school. Includes folklore, poetry, fantasy, and realism.

EDC 332 ***3 credits***
Language Arts Development in the Elementary School

A survey of the development of language arts skills through the elementary school years: listening, speaking, reading and writing. Activities to enhance language arts skills development are designed and evaluated.

EDC 333 ***3 credits***
Adolescent Literature

The study of literature written for adolescents or young adults including realism, romanticism, fantasy and science fiction, and biography. Special emphasis is paid to books commonly used in middle schools and high schools.

EDC 334 ***3 credits***
Introduction to Teaching Reading in the Elementary School

Investigation of basic theories underlying traditional and newer approaches to the teaching of reading. Study and evaluation of essential reading skills involved in readiness, decoding, comprehension and study skills.

EDC 335 ***3 credits***
Diagnosis and Remediation of Reading Problems in the Elementary School

Administration and interpretation of informal reading inventories, criterion tests and other diagnostic measures. Application of specific methods and materials for remediation of reading problems. Knowledge of causation and remediation of various types of reading problems.

EDC 337 ***3 credits***
Children's Literature in the Elementary School

The study of literature, either expressly written for children or traditionally given to children, including folklore, poetry, fantasy, modern realistic fiction, biography, historical fiction and information books.

EDC 338 ***3 credits***
Science in the Elementary School

Study of fundamental concepts in natural science; analysis of techniques, materials and procedures in the instruction of all aspects of natural science at the elementary level.

EDC 339 ***3 credits***
Social Studies in the Elementary School

The examination of teaching strategies in the development of a social studies program. Topics include a study of current trends in social studies instruction, preparing the student for social instruction, developing assessments, developing materials for resources, and utilizing methods of formal and informal instruction.

EDC 300-400 ***1-3 credits***
Special Topics

A variable content course in education. Topic is announced in advance of registration.

EDC 405 ***3 credits***
Foundations of Mental Retardation

Study of the biological, sociological and psychological foundations of mental retardation. Study of the physical and environmental causes of retardation and societal implications.

EDC 406 ***3 credits***
Curriculum and Methods for the Educable Mentally Retarded

Study and analysis of curriculum, methods, and materials for the educable mentally retarded with regard to physical, intellectual, academic, occupational, personal and social development.

EDC 407 ***3 credits***
Curriculum and Methods for the Trainable Mentally Retarded

Study of existing methods, curriculum and materials in the instruction of the trainable mentally retarded. Includes areas of self-help and socialization, music, arithmetic and the arts.

EDC 408 ***3 credits***
Clinical Practices in Special Education

This course reviews the federal law and state regulations regarding educational placement and planning for the exceptional student. Emphasis is placed on diagnostic assessment, staffing procedures as well as on the writing and implementation of the Individual Education Plan.

EDC 422 ***3 credits***
Educational Media in the Elementary School

Preparation, production and use of educational media including graphics, photography and personally produced video and computer materials to be used as instructional media.

EDC 430 ***3 credits***
Nature and Needs of the Gifted

The purpose of the course is to review the characteristics and educational needs of children and youth who can be categorized as gifted or talented. Special attention will be paid to nomination, selection procedures, specialized programming, and non-categorical approaches.

EDC 431 ***3 credits***
Curriculum Procedures for Gifted

Focus is on content modification, skills adaptation, problem finding and problem solving, creativity training, instructional strategies and personal preparation for educators of the gifted. Content modification includes math, science, social studies, and the visual and performing arts. Special emphases include developing individualized education plans and the gifted adolescent in transition.

EDC 432 ***3 credits***
Guiding the Gifted Child

Addresses social, emotional and motivational needs of gifted children and their families. Components include self-esteem, peer, parent and sibling relationships, motivation, stress management, communication of feelings, depression, underachievement and realized potential.

EDC 433 ***3 credits***
Educating Special Populations of Gifted

The focus of this course is on understanding the issues and influences impacting upon the identification and education of special populations of gifted students. These populations include the under-represented minorities (Black, Hispanic, Asian-American, and American Indian), the underachieving gifted, learning disabled/gifted, minority language gifted, handicapped gifted, and the highly gifted.

EDC 434 ***3 credits***
Theory and Development of Creativity for the Gifted

This course examines the theories of creativity and the elements of the creative process. Strategies and techniques will be developed for encouraging creative behavior in gifted students.

EDC 435 ***3 credits***
Advanced Diagnosis and Remediation of Reading Problems in the Elementary School

Investigation of diagnostic tools and remediation techniques and materials for the reading specialist; testing and tutoring of children with reading problems; preparation of case studies.

EDC 438 ***3 credits***
Special Methods of Teaching Middle School Subjects
(Language Arts, Social Studies, Math, Science)

Study of methods and processes specific to the teaching of middle school subjects. Provides a laboratory experience for prospective middle school teachers with focus on instructional teacher behaviors, subject specific methodologies, and instructional management strategies.

EDC 439 ***3 credits***
Special Methods of Teaching Secondary Subjects (English, History, Biology, Math)

Study of methods and processes specific to the student's teaching area. Provides a laboratory experience and weekly seminars for prospective secondary teachers with focus on teacher instructional behaviors and the acquisition of subject specific methodologies.

EDC 490 ***3 credits***
Educational Theories of Learning Disabilities

An investigation of the sources of specific learning disabilities with special emphasis on implications for educational planning and instructional management. Students will be given opportunity to achieve an understanding of the educational problems of SLD children.

EDC 491 ***3 credits***
Methods and Materials for the Learning Disabled I

Methods for teaching social and personal skills to students with specific learning disabilities, with an emphasis on employability, career awareness, and transition.

EDC 492 ***3 credits***
Methods and Materials for the Learning Disabled II

Analysis of curriculum, methods and materials for teaching children and adolescents with specific learning disabilities. Procedures of instructional diagnosis are integrated with individualized instruction techniques. Course topics include task analysis, clinical teaching, and strategies for instruction in spoken and written language, reading and mathematics.

EDC 493 ***3 credits***
Classroom Management in Special Education

Investigation and application of behavior management principles for use with exceptional students. The course will cover clinical diagnosis of problems and development of specific behavioral plans for individual students and classrooms.

EDC 495 ***3 credits***
Educational Programming for the Emotionally Disturbed

This course focuses on the way the characteristics and needs of emotionally handicapped children are shaped through the educational program. The course will cover the preparation of Individual Educational Plans for the emotionally handicapped.

English Course Descriptions

COL 104 ***1 credit***
College Study Skills
Prerequisite: Entering freshman status

The course helps students develop and improve study skills and provides guidance and hands-on practice to achieve academic success.

ENG 020 ***3 semester hours***
Basic Composition Skills

This course does not satisfy a basic studies requirement in English or elective credit for the associate's or bachelor's degree. This course is designed to remedy the special problems of students whose English preparation reveals marked deficiencies in verbal skills. To ensure competence in oral communications, a speech component is included. Course fee varies.

ENG 121 ***3 credits***
Composition
Prerequisite: Minimum of "P" grade in ENG 020 or satisfactory score on the English Placement Test

The techniques of effective writing, logical thinking and intelligent reading, with special emphasis on expository writing. To ensure competence in oral communications, a speech component is included. Course fee in ENG121C.

ENG 122 ***3 credits***
Composition and Literature
Prerequisite: ENG 121

A continuation of ENG 121. Expository writing based on analytical study of literary genres. To ensure competence in oral communications, a speech component is included.

ENG 201 ***3 credits***
Expository Writing
Prerequisite: ENG 122

The writing of effective, clear, and moving exposition with special emphasis on grammar, syntax, logical fallacies, style, argumentation, and critical thinking.

ENG 202 ***3 credits***
Creative Writing
Prerequisite: ENG 122

Introduction to the creative process, analyzing creative writing in various genres, and writing.

ENG 221 ***3 credits***
Survey of English Literature I
Prerequisite: ENG 122

An introduction to the poetry, prose and drama of English literature from its beginnings through the 18th century.

ENG 222 ***3 credits***
Survey of English Literature II
Prerequisite: ENG 122

An introduction to English literature from the 19th century to World War I.

ENG 223 ***3 credits***
Survey of American Literature I
Prerequisite: ENG 122

An introduction to American literature from the colonial writers through the romantics: Bradstreet, Edwards, Taylor, Hawthorne, Poe, Emerson, Thoreau, Melville.

ENG 224 ***3 credits***
Survey of American Literature II
Prerequisite: ENG 122

An introduction to American literature from the realists to the writers of the 1920's and after: Whitman, Dickinson, and Twain through O'Neill and Hemingway.

ENG 225 ***3 credits***
Survey of World Literature I
Prerequisite: ENG 122

A survey of the literature of the Western World in translation, from the ancient Greek through the Renaissance periods.

ENG 226 ***3 credits***
Survey of World Literature II
Prerequisite: ENG 122

A survey of the literature of the Western World in translation, including the literary traditions of Neoclassicism, Romanticism, Naturalism and Symbolism.

ENG 227 ***3 credits***
Basic Journalistic Writing
Prerequisite: ENG 122

Basic theories and procedures in collecting and writing news.

ENG 311 ***3 credits***
Survey of Major Writers of the 20th Century
Prerequisite: ENG 122

A study of the most significant and influential movements of the twentieth century as those movements have shaped the course of human experience. Provides an opportunity for students to discuss and analyze a broad range of writers from several countries, drawing on cultural and etdhnic issues particularly relevant to those writers.

ENG 317 ***3 credits***
Survey of African American Literature
Prerequisite: ENG 122

A study of major black American authors, with emphasis on Langston Hughes, Richard Wright, Ralph Ellison, James Baldwin and Toni Morrison.

ENG 318 ***3 credits***
Communications Pre-Internship
Prerequisites: ENG 122, acceptance to the internship by the area coordinator of English, and approval by the division dean

Provides students an opportunity to use their writing skills in an arena where they will work with professional writers, editors, and producers. The internship takes place in a newspaper, magazine, public affairs office or in a radio or television station. May be taken twice for credit.

ENG 321 ***3 credits***
The English Novel
Prerequisite: ENG 122

The historical development of the English novel of the 18th and 19th centuries.

ENG 323 ***3 credits***
History and Structure of the English Language
Prerequisite: ENG 122

An eclectic approach to the history of the English language through discussion of phonology, morphology, syntax and vocabulary.

ENG 324 ***3 credits***
Reviewing and Critical Writing
Prerequisite: ENG 122

Writing and analyzing reviews of films, plays and television programs.

ENG 326 ***3 credits***
Playwriting
Prerequisite: ENG 202

Fundamentals of writing for the stage. Students have the option of writing scripts designed for television or motion pictures. Emphasis on plot, theme, dialogue and characterization.

ENG 328 ***3 credits***
Biography and Autobiography
Prerequisite: ENG 122

A study of the lives of eminent and influential men and women in Western civilization combined with student writing in this genre.

ENG 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of English that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ENG 333/EDU 333 ***3 credits***
Adolescent Literature
Prerequisite: ENG 122 and EDU 221

The study of literature written for adolescents or young adults including realism, romanticism, fantasy and science fiction, and biography. Special emphasis is paid to books commonly used in high schools.

ENG 334 ***3 credits***
Writing the Short Story
Prerequisite: ENG 202

Technique in writing short fiction: plot, characterization, point of view, setting, style.

ENG 335 ***3 credits***
Verse Writing
Prerequisite: ENG 202
Technique in writing poetry: theme, imagery, musical devices and metrics.

ENG 337 ***3 credits***
Children's Literature
Prerequisite: ENG 122
The study of literature, either expressly written for children or traditionally given to children, including folklore, poetry, fantasy, modern realistic fiction, biography, historical fiction and information books.

ENG 338 ***3 credits***
Modern American Drama
Prerequisite: ENG 122
A study of modern realism, tragedy, expressionism and the theatre of the absurd. Representative playwrights include Eugene O'Neill and Tennessee Williams.

ENG 339 ***3 credits***
Modern British and European Drama
Prerequisite: ENG 122
A study of modern realism, tragedy, comedy and symbolic drama. Representative playwrights include Ibsen, Chekhov, Shaw and Osborne.

ENG 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director
A variable content course in English that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ENG 422 ***3 credits***
Shakespeare
Prerequisite: ENG 122
Selected sonnets, comedies, histories, tragedies, with consideration of Shakespeare's dramaturgical development.

ENG 427 ***3 credits***
Restoration and Eighteenth-Century English Literature
Prerequisite: ENG 221 or 222
A study of the literature of the Neoclassical period, with emphasis on Dryden, Swift, Pope, Addison and Steele, Johnson and Boswell.

ENG 428 ***3 credits***
Communications Internship
Prerequisites: ENG 318, acceptance to the internship by the chair of the English department, and approval by the division dean
Provides students an opportunity to use their skills in a professional setting by allowing them to work with professional writers, editors, and producers. The internship takes place in a newspaper, magazine, public affairs office or in a radio or television station. May be taken twice for credit.

ENG 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean
Intensive individual study in a particular aspect of English that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Students must submit a written request for enrollment prior to registration. May be repeated for credit. Weekly meetings with faculty member.

ENG 430 ***3 credits***
Independent Writing
Prerequisite: ENG 122 and permission of faculty member
Advanced study in writing longer works, such as full-length plays and novels. May be taken twice for credit.

ENG 431 ***3 credits***
Nineteenth-Century English Literature
Prerequisite: ENG 221 or 222
A study of the poetry and prose of the Romantic and Victorian eras exclusive of the novel.

ENG 433 ***3 credits***
Modern British and American Writers
Prerequisites: ENG 221, ENG 222, and ENG 223 or ENG 224
A study of selected poetry and fiction by British and American writers since 1900.

ENG 435 ***3 credits***
Literary Criticism
Prerequisite: ENG 122 and permission of faculty member
Principles and methods of literary criticism; application of critical methods to works by representative writers.

ENG 436 ***3 credits***
Chaucer and Milton
Prerequisite: ENG 122
A study of selected works by two "literary giants" in English literature.

ENG 498 ***3 credits***
Senior Seminar
Prerequisite: Senior Standing
Required during the fall semester of the senior year for those majoring in English. Emphasis on working toward a definition of culture by tracing the progression of humanism and aesthetic theory in literature from the 18th century to the present.

Environmental Science Course Descriptions

ENV 126 ***3 credits***
Environmental Science
(Non-Majors)
A course designed to provide students with basic, applied knowledge of ecosystems and their functions, populations, air and water pollution, hazardous waste disposal, the development and conservation of natural resources, species extinction, sustainable development, and environmental chemistry. Offered every semester.

ENV 201 ***4 credits***
Geoscience
Prerequisite: Sophomore standing
This course will familiarize the student with the basic principles of hydrogeology, soils, topography, physiography, mapping, climate, and weather. The course will also investigate the nature of the physical environment from the standpoint of resource utilization. One three-hour lecture and one three-hour laboratory per week. Offered in the fall semester of even years. Course fee varies.

ENV 401 ***4 credits***
Advanced Environmental Science
Prerequisites: BIO 325 and CHE 312
This course will provide the student with simulated work experiences and detailed information on the major technical topics which are encountered in the daily job responsibilities of professional environmental scientists. This course will constitute direct preparation for positions in the field. Offered in the fall semester of odd years.

ENV 402 ***2 credits***
Environmental Regulations
Prerequisite: BIO 325
This course will provide the student with a working knowledge of the major federal legislation which governs the use of environmental resources in the United States. In addition, information on the regulatory framework in the U.S. and in Florida will be presented. Legislation will be discussed from the viewpoint of the professional environmental scientist. Offered in the spring semester of odd years.

ENV 403 ***3 credits***
Seminar in Environmental Science
Prerequisite: BIO 325
This course is designed to prepare the student for successful performance as a professional environmental scientist. A large portion of the course will be concerned with providing the student with a thorough understanding of the environmental assessment process, the most common tool of the environmental scientist. Additionally, the course will introduce the student to the broad range of other disciplines related to the field. Offered in the spring semester.

Finance Course Descriptions

(The following courses may be taught in the 1996-1997 academic year in order to facilitate the teach-out of the Finance specialization of the Business Administration major for students under 1993-1994 and prior catalogs.)

FIN 331 ***3 credits***
Principles of Investment
Prerequisites: MGT 325 or MGT 326
Survey of the risks and returns of investments made by institutions/individuals. Includes a critical examination of the capital markets as well as stock markets. Portfolio management techniques will be analyzed.

FIN 333 ***3 credits***
Financial Institutions
Prerequisites: MGT 325 or MGT 326
A study of the function and management of financial institutions in the United States with emphasis on commercial banks. Topics include analysis of financing options, problems of various institutions as defined by regulation and practice, and flow of funds through specialized market sectors.

FIN 498 ***3 credits***
Finance Policies and Strategies
Prerequisites: MGT 325 or MGT 326, and junior status

An examination of the major areas of business finance. Topics include capital budgeting, mergers, failures, reorganization, financing options, and market pricing.

Fine Arts Course Descriptions

FAS 121 ***3 credits***
Introduction to Fine Arts

An approach to visual, musical and dramatic works of art designed to increase the student's understanding and aesthetic pleasure as well as to develop acquaintance with techniques and terminology in the arts.

FAS 123 ***3 credits***
Introduction to Film

A survey course treating film as a modern art form. Includes thematic content and aesthetic problems that face film theoreticians.

FAS 125 ***3 credits***
Introduction to Theater

Investigates the imaginative processes involved in creating theater. Emphasizes the dramatic event, dramatic literature in performance. Examines the roles of audience, actor, playwright, director, and others that collaborate to create the theater experience.

FAS 220 ***1 credit***
Theater Playhouse 90

Theater performance open to all majors. Acting, directing, playwriting, and stagecraft will be studied and practiced. May be repeated for credit.

FAS 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of fine arts that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion.

FAS 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in fine arts that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

FAS 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of fine arts that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Foreign Languages Course Descriptions

FRL 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member or division dean

Designed for small groups of students to pursue in depth a particular aspect of foreign languages that is not covered or is treated less rigorously in regular course offerings. This course is taught in seminar fashion.

FRL 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in foreign languages that is designed for a specific class level: freshman (100) through senior (400).

FRL 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and division dean

Intensive study in a particular aspect of foreign languages that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Spanish Course Descriptions

SPA 111 ***3 credits***
Spanish Level 1-A
Prerequisite: None

Course goals are given at SPA 112.

SPA 112 ***3 credits***
Spanish Level 1-B (General only)
Prerequisite: SPA 111 or one year of high school Spanish

A course designed to enable the student to: (1) speak so as to satisfy simple courtesy and on only familiar topics; (2) understand utterances about survival needs and travel requirements; (3) to read very simple connected material; and (4) write adequately to meet limited practical needs.

SPA 211 ***3 credits***
Spanish Level 2-A
Prerequisite: SPA 112 or two years of high school Spanish or placement

I. Business Spanish; or
II. Health-related Spanish

Course goals are given at SPA 212; may be repeated with different subject matter.

SPA 212 ***3 credits***
Spanish Level 2-B
Prerequisite: SPA 211.I or 211.II, respectively

I. Business Spanish; or
II. Health-related Spanish

A course designed to enable the student to: (1) speak so as to satisfy routine social demands and limited work requirements; (2) understand utterances at this same level; (3) read simple authentic material within a familiar context; and (4) write routine social correspondence and meet most limited work requirements.

SPA 311 ***3 credits***
Spanish Level 3-A
Prerequisite: SPA 212.I or 212.II, respectively

I. Business Spanish; or
II. Health-related Spanish

The first of two courses designed to enable the student: (1) to speak so as to participate effectively in formal and informal conversations; (2) to understand most utterances at this same level; (3) to read at a normal pace, with nearly complete comprehension, a variety of prose in a professional field, as well as other materials; and (4) to write effectively in normal exchanges on practical, social and professional topics.

SPA 312 ***3 credits***
Spanish Level 3-B
Prerequisite: SPA 311.I or 311.II, respectively

Composition and Advanced Conversation. A non-technical course to complete the goals of Level 3.

SPA 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: SPA 312

Selected works in Spanish literature combining library and videocassette studies.

SPA 411 ***3 credits***
Advanced Spanish Grammar
Prerequisite: SPA 312

A critical review of the latest grammar proposed by the Royal Spanish Academy.

SPA 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: SPA 312

Selected works from the Americas, emphasizing Mexican and Argentine literature, combining library and videocassette studies. May be repeated for credit.

French Course Descriptions

(Prerequisites similar to Spanish)

FRE 111 ***3 credits***
French Level 1-A.

FRE 112 ***3 credits***
French Level 1-B.

FRE 211 ***3 credits***
French Level 2-A.

FRE 212 ***3 credits***
French Level 2-B.

German Course Descriptions

(Prerequisites similar to Spanish)

GER 111 ***3 credits***
German Level 1-A.

GER 112 ***3 credits***
German Level 1-B.

GER 211 ***3 credits***
German Level 2-A.

GER 212 ***3 credits***
German Level 2-B.

General Business Administration Course Descriptions

GBA 105 ***3 credits***
Introduction to Business

This course examines business as an active partner in our total economic system. Offering a wide scope, this study will generate an awareness of the social responsiveness of business as well as a knowledge of its relationships with government, labor and the public.

GBA 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of general business administration that is not covered or treated lightly in regular course offerings. The course is taught in seminar fashion.

GBA 331 ***3 credits***
Business Law I

Introduction to the nature and foundation of law and ethics; fundamentals of the law of contracts, agency, and property rights; alternative dispute resolution; business-related torts and crimes; antitrust; consumer protection; environmental protection; employee and labor law; international legal environment; recognition of legal problems as they arise, when assistance of counsel is needed, and the lawyer-client relationship. Not open to a student who has credit for GBA 333.

GBA 332 ***3 credits***
Business Law II
Prerequisite: GBA 331 or GBA 333

Expanded, in-depth consideration of topics covered in Business Law I (GBA 331) and the additional areas of the Uniform Commercial Code, legal aspects of the banking system and financial instruments; the creditor-debtor relationship; bankruptcy; legal forms of business organization, and securities regulation.

GBA 333 ***3 credits***
Business and Health Law

This course is a basic study of the U.S. legal system and the issues involving the management and delivery of health care services. Emphasis is placed on law as it pertains to negligence, contracts, informed consent, confidentiality, labor relations, patient care, and reimbursement issues. Current medical and ethical questions are examined. Not open to student who has credit for GBA 331.

GBA 334 ***3 credits***
Quantitative Methods
Prerequisite: MAT 131 and MAT 201

A one-semester course presenting fundamental mathematical techniques for solving business problems. The thrust of this course is toward application rather than theory.

GBA 335 ***3 credits***
Administrative and Personnel Law

Addresses the consequences of administrative and personnel laws on the decision-making responsibilities of practitioners. Explores the impact on policies and practices of organizations. Specifically addresses the development, intent, and implications of a range of laws and protective labor legislation which affect corporate personnel policies. Examines the impact of these laws, from the federal level to the local level, and their effect on the personnel function within and among organizations.

GBA 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in general business administration that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration.

GBA 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of general business that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

GBA 498 ***3 credits***
Business Policy
Prerequisites: ACC 202, MGT 325 or MGT 326, MGT 301 or MGT 302, and MKT 301
Corequisite: GBA 499

Business Policy is a capstone course open to seniors only. It is designed as a coordinating link in the disciplines of finance, accounting, marketing, and management. The case method of instruction and computer simulations are applied. Course fee varies.

GBA 499 ***0 credits***
Business Comprehensive Examination
Corequisite: GBA 498

Final comprehensive written examination of all business administration core courses. Examination is administered in the GBA 498 Business Policy course. Test fee.

Geography Course Descriptions

GEO 221 ***3 credits***
Introduction to Physical and Cultural Geography
Prerequisite: Sophomore standing

Topics in this course include maps and map reading, the history of geography, earth forms, weather, climate, soils, water, plants, minerals, conservation and natural resources, along with political, economic and cultural developments, population, settlement and urbanization. The teaching of geography at the elementary level and secondary levels is also emphasized.

GEO 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean

A variable content course in geography that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

GEO 421/POL 421 ***3 credits***
Political Geography
Prerequisite: GEO 221

An analysis of the geographical factors upon the political development of the world. Special emphasis upon the use of maps.

Health Care Administration Course Descriptions

HCA 302 ***3 credits***
Health Care Organization

This course is a descriptive study of the U.S. health care system, including its structure, finance, governance, personnel, and cultural values. Emphasis is placed on the influences exerted by economic, political, and social forces within the larger society and the health care system's response to these influences.

HCA 306 ***3 credits***
Health Care Economics

A basic study of the major economic issues facing the health care industry. Emphasis on the major elements of economic theory from a microeconomic perspective and how these theories are applied in the health service sector.

HCA 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of health care administration that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion.

HCA 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in health care administration that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

HCA 402 ***3 credits***
Epidemiology: Community Health Analysis

This course is a study of descriptive epidemiology and its application to the analysis of community health status. Emphasis is placed on the computation and interpretation of basic health status indicators as well as the application of health promotion and disease prevention strategies. The U.S. public health system and practice are studied.

HCA 410 ***3 credits***
Quality Improvement Methods in Health Care

This course is an indepth study of quality improvement philosophy, methodologies, tools, and issues. Emphasized is quality standard setting, system design, reporting mechanisms, and effectiveness assessment. The relationship between quality improvement programs, risk management, and utilization review are closely examined.

HCA 425 ***3-15 credits***
Health Care Internship
Prerequisites: GBA 331 or 333, HCA 302, MGT 301 or 302, MGT 325 or 326, and must be taken during the last 15 hours of residency

A course designed to provide the student the opportunity to integrate and operationalize all previously learned health care management knowledge and skills. The student identifies a health management area for study. The management area of study and the practicum are mutually agreed upon by the student, the faculty member and the health facility preceptor.

HCA 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of health care administration that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

HCA 498 ***3 credits***
Health Planning and Policy Management
Prerequisites: MGT 301 or 302, MGT 421, HCA 402, and must be taken during the last 15 hours of residency

A capstone course where the student integrates the academic disciplines related to health services planning, organization, management, and evaluation. Policy formulation and management are studied.

History Course Descriptions

HTY 121 ***3 credits***
United States History to 1865

A survey of the principal movements, events, ideas and personalities in U.S. History from colonial times to the Civil War.

HTY 122 ***3 credits***
United States History Since 1865

A survey of the principal movements, events, ideas and personalities in U.S. History from the Civil War to the present.

HTY 123 ***3 credits***
Western Civilization to 1500

A survey of the principal movements, events, ideas and personalities in the Western World from ancient times to 1500.

HTY 124 ***3 credits***
Western Civilization Since 1500

A survey of the principal movements, events, ideas and personalities in the Western World from 1500 to the present.

HTY 225 ***3 credits***
Far Eastern Civilization

A study of the historical development of the civilizations of China and Japan with emphasis on their classical traditions, the impact of Western issues and practices, and developments in the post-World War II era.

HTY 227 ***3 credits***
Latin America and the Caribbean

A survey of the principal movements, events, ideas and personalities in Latin America and the West Indies from the pre-Columbian societies to the present, with emphasis on 20th century developments.

HTY 233 ***3 credits***
The Modern Middle East

A study of the social, political, religious, and economic forces present in the modern Middle East, with emphasis on the period since World War I, Arab-Israeli conflict and oil.

HTY 245 ***3 credits***
Vietnam War
Prerequisite: Sophomore standing

A study of America's political, economic, and military role in Vietnam from 1950 to 1975.

HTY 324 ***3 credits***
Africa South of the Sahara
Prerequisite: Junior standing

A survey of the major events, ideas and problems of sub-Sahara Africa, with emphasis on the European colonization period after 1880 and the post-World War II independence movements.

HTY 325 ***3 credits***
Modern Russia
Prerequisite: Junior standing

An intensive study of the history and development of Russia since 1900.

HTY 329 ***3 credits***
Directed Study or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue a particular aspect of history that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

HTY 330/POL 330 ***3 credits***
War and Peace
Prerequisite: Junior standing

A historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included.

HTY 331 ***3 credits***
The American Civil War
Prerequisite: Junior standing

This course covers the period from the election of Abraham Lincoln in 1860 to the end of the Civil War in 1865. In addition to covering important political and military personalities as well as decisive battles and campaigns, social and economic aspects of the American Civil War will also be discussed.

HTY 333/POL 333 ***3 credits***
Palestine and Israel
Prerequisite: Junior standing

A detailed examination of the 20th century conflict between Jews and Arabs over the land of Israel/Palestine, considered in both its historical and contemporary aspects.

HTY 337/POL 337 ***3 credits***
The Legacies of the British Empire
Prerequisite: Junior standing

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa and India/Pakistan.

HTY 339/POL 339 ***3 credits***
Readings in History
Prerequisite: Junior standing

Readings, group discussion, and writing on such issues as Machiavelli, comparative revolutions, the causes of the American Civil War, historical myths and related topics.

HTY 341 ***3 credits***
The American War of Independence
Prerequisite: Junior standing

An analysis of the military strategies and operations of each side in the American War of Independence, along with diplomatic and political aspects.

HTY 342 ***3 credits***
Leaders of the American Revolution
Prerequisite: Junior standing

An analysis of the principal figures of the American Revolution, including such leaders as George Washington, Thomas Jefferson, Benjamin Franklin, Patrick Henry, and Benedict Arnold. The British viewpoint of the Revolution will also be examined.

HTY 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in history that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the nature of history or such specific issues as the Watergate Affair, Palestine/Israel, or other special topics. Topic to be covered is announced in advance of registration.

HTY 421 ***3 credits***
Europe in the Nineteenth Century
Prerequisite: HTY 124

A study of the principal movements, events and ideas in 19th- century Europe.

HTY 422 ***3 credits***
Europe in the Twentieth Century
Prerequisite: HTY 124
A study of the major currents, events and ideas in European history from 1870 to the present.

HTY 423 ***3 credits***
The United States in the Twentieth Century
Prerequisites: HTY 121 and HTY 122
A study of the major currents, events and ideas in United States history from the rise of big business and progressivism to the present.

HTY 425 ***3 credits***
United States Diplomatic History
Prerequisites: HTY 121 and HTY 122
An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy, and the chief themes in U.S. diplomatic history, with emphasis on the 20th century.

HTY 427/POL 427 ***3 credits***
History of Ideas
Prerequisite: Junior standing
A study of the major intellectual currents that have dominated historical thought in the Western World since the Renaissance.

HTY 428 ***3 credits***
The Far East Since 1945
Prerequisite: HTY 225
A survey of the internal development and international relations of the Far Eastern nations since the end of World War II.

HTY 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean
Intensive individual study in a particular aspect of history that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

HTY 430 ***3 credits***
The Role of the Military in the Modern World
Prerequisite: Junior standing
An examination of the relationships between the soldier, the civilian, defense establishments, and society within the United States and throughout the world.

HTY 490 ***3 credits***
Revolution: Yesterday and Today
Prerequisite: Junior standing
A comparative study of the major revolutions in world history, with emphasis on United States, France, Russia and China, and a study of the relationship between revolution and other forms of social change, particularly in the Third World.

HTY 499 ***3 credits***
Senior Seminar in History
Prerequisite: Senior standing in history or international studies
Directed research and the development and presentation of a senior thesis on a significant historical issue.

Honors Program Course Descriptions

HON 150 ***3 credits***
The Classical World View
Prerequisite: Admission to the Honors Program or permission of faculty member
Students read and discuss faithful translations of Greek and Roman authors whose works exemplify the breadth and depth of classical learning. Epic poetry, drama and philosophical writings which embrace questions relating to ethics, politics, physics and theology are covered. Of central concern is an inquiry into the purpose and content of a liberal education as first conceived by the classical philosophers.

HON 151 ***3 credits***
The Christian Vision
Prerequisite: Admission to the Honors Program or permission of faculty member
Students read and discuss original documents in the Judeo-Christian tradition, including Hebrew, Roman Catholic and Protestant authors. They learn to identify the literary, philosophical and theological traditions from which these authors drew, as well as to reflect on the contemporary influence of their thought and its relevance for modern life.

HON 250 ***3 credits***
The Humanistic Tradition
Prerequisite: Admission to the Honors Program or sophomore standing and permission of faculty member

Students read and discuss important works by diverse authors spanning the broad period from the 15th century Renaissance to the 18th century Enlightenment. Essays, poetry, drama, novels and philosophical writings are explored for their contribution to the revival of the arts and letters and as evidence of a renewed interest in humankind as the center of creation.

HON 251 ***3 credits***
Scientific Revolutions
Prerequisite: Admission to the Honors Program or sophomore standing and permission of faculty member

Students read and discuss important works that have altered the course of scientific thinking. Books, essays, journals and reports by scientific pathfinders serve as the primary course material, although some laboratory work may be required. Contemporary writings and classic works from the history of science are examined. Of central concern is an investigation of the purposes, procedures and accomplishments of the scientific enterprise.

HON 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Admission to the Honors Program and permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of an honors topic that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion.

HON 350 ***3 credits***
The Human Condition Reexamined
Prerequisite: Admission to the Honors Program or junior standing and permission of faculty member

A collectively led seminar on 18th and 19th century developments across the broad spectrum of the social sciences, encompassing history, politics, economics, sociology, psychology, anthropology and technology. Supervised by the faculty member, each student will research and report on a major contributor to the intellectual ferment of ideas that helped to reshape the Western World's concept of human nature.

HON 351 ***3 credits***
The Modern World View
Prerequisite: Admission to the Honors Program or junior standing and permission of faculty member

A collectively led seminar on 20th century thought, culture and religion. Guided by the faculty member, each student will research and report on a major figure of the 20th century. Students will combine informed perspectives to discuss intellectual achievements and contemporary issues.

HON 100-400 ***3 credits***
Special Topics
Prerequisite: Admission to the Honors Program and permission of faculty member and division dean

A variable content honors course that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Satisfies one of the honors program course requirements, excluding HON 498 and 499.

HON 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Admission to the Honors Program and permission of faculty member and division dean

Intensive individual study in a particular aspect of an honors topic that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

HON 498 ***1 credit***
Honors Research Methods
Prerequisite: Admission to the Honors Program and junior standing

Planning for the senior honors project and developing a project proposal under the guidance of a mentor. Researching the available bibliographical and material resources.

HON 499 ***3 credits***
Senior Honors Project
Prerequisite: Senior standing and permission of the Honors Council

The completion of an original research project under the guidance of a mentor. May satisfy an upper-division major requirement with the consent of the division dean. See the honors program guidebook for further details.

Human Resources Administration Course Descriptions

HRA 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of human resources administration that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion.

HRA 335 ***3 credits***
Selection and Placement
Prerequisite: MGT 331

Focuses on people as strategic resources whose availability and capabilities influence organizational effectiveness. Discusses strategies for attracting, assessing, acquiring, and withdrawing personnel. Implications of planning and implementing staffing policies.

HRA 340 ***3 credits***
Training and Development
Prerequisite: MGT 331

Considers theory and technology of organizational training and development. Also looks at learning theory and its applications to training, methodology for training evaluation, and forces shaping future training and development needs.

HRA 360 ***3 credits***
Compensation and Benefits
Prerequisite: MGT 331

An examination of financial reward systems in organizations and the study of relevant theoretical and legal perspectives. Topics include job evaluation, wage surveys, incentives, pay equity, benefits, and compensation strategy.

HRA 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean

A variable content course in human resources administration that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration.

HRA 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of human resources administration that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

HRA 499 ***3 credits***
Seminar in Human Resources Administration
Prerequisite: Senior standing

A capstone course designed to integrate previous course work into a cohesive framework leading to the achievement of organizational effectiveness through enlightened management. Provides a basis for applying relevant contributions of behavioral sciences to the management of organizations.

Human Services Course Descriptions

HUS 121 ***3 credits***
Introduction to Human Services

This course explores the field of human services, its history, concepts, delivery strategies, and values. The course also examines the various roles of human services workers in contemporary society.

HUS 125 ***3 credits***
Field Placement

This course is designed to introduce the student to the field of human services. Students are expected to do volunteer work in a social service agency for a minimum of 190 hours during the semester, while observing agency personnel and clientele. Includes a one hour per week integrative seminar.

HUS 225 ***3 credits***
Field Placement
Prerequisite: HUS 121 and HUS 125

This course is designed to give the Human Services major practical experience in a social service agency for a minimum of 190 hours during the semester. Includes a one hour per week integrative seminar.

HUS 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in human services that is designed for a specific class level: freshmen (100) through senior (400). A study and discussion of a specific topic, such as family violence or populations at risk; or a broad study, such as human services policy issues. Topics to be covered are announced in advance of registration.

HUS 425 ***6 credits***
Field Placement in Human Services
Prerequisite: Generally taken in last semester of residency after completion of all other major coursework. Specific prerequisites are EDU 226, HUS 121, MAT 201, PSY 121, PSY 327, PSY 331, SOC 121, SSC 320, SWK 319, SWK 328
Corequisite: HUS 498

This is a supervised field placement in a human services organization and is intended to provide students with the opportunity to learn the roles, skills, and methods of human services professionals. Students should also become familiar with the administrative processes of the organization.

HUS 429 ***3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of human services that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

HUS 498 ***3 credits***
Senior Seminar in Human Services
Prerequisite: Generally taken in last semester of residency after completion of all other major coursework. Specific prerequisites are EDU 226, HUS 121, MAT 201, PSY 121, PSY 327, PSY 331, SOC 121, SSC 320, SWK 319, and SWK 328.
Corequisite: HUS 425

A capstone course designed to integrate previous course work in human services. Through readings, written assignments, and oral presentations, students demonstrate their ability to integrate theory with human services practice and administration.

Humanities Course Descriptions

HUM 101 ***3 credits***
Introduction to the Humanities I

The first part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music and architecture in their historical and philosophical contexts. From the ancient Greeks to the Renaissance.

HUM 102 ***3 credits***
Introduction to the Humanities II

The second part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music and architecture in their historical and philosophical contexts. From the Renaissance through the 20th century.

HUM 228 ***3 credits***
Survey of Arts Management

An introduction to basic principles of arts administration: organization, copyright laws, the role of the agent, analysis of audiences, creating aesthetic perspectives, finding solutions to administrative problems in a manner which will allow artists the maximum freedom for creativity.

HUM 320 ***3 credits***
Arts Management

Specific management concerns in the arts will be examined: unionization, boards of directors, censorship, demographics, arts councils, long-range planning and the impact of a changing society.

HUM 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of humanities that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

HUM 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in humanities that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

HUM 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of humanities that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Management Course Descriptions

MGT 102 ***3 credits***
Management of Personal Finances

A study of personal income as related to budgeting, borrowing, investments, insurance, home ownership, retirement planning, and annuities and estate planning.

MGT 301 ***3 credits***
Principles of Management

The structure and organization of a business and the functions of the policy makers in relation to the objectives of the business; emphasis on problems of management through analysis of case studies. Not open to a student who has credit for MGT 302.

MGT 302 ***3 credits***
Management Principles in Health Care Administration

This course is an introductory course in management theory and practice within health services organizations. The managerial functions of planning, organizing, leading, and controlling are studied in depth. Not open to a student who has credit for MGT 301.

MGT 321 ***3 credits***
Communications for Management
Prerequisite: ENG 122

Communication theory and practice for managers in verbal and written media. Letters, memoranda, reports and other methods of business communications are studied and practiced.

MGT 325 ***3 credits***
Finance for Managers
Prerequisite: ACC 201

This course is an introduction to financial policy decisions that are important to the manager of a business organization. A sound conceptual framework within which to make financial decisions is presented. Material is presented that explains the effective management of financial operations. Not open to a student who has credit for MGT 326. Course fee varies.

MGT 326 ***3 credits***
Finance for Managers in Health Care Administration
Prerequisite: ACC 201

This course is an introduction to financial policy decisions that are important to the manager of health care organizations. A sound conceptual framework within which to make financial decisions is presented. Material is presented that explains the effective management of financial operations. Not open to a student who has credit for MGT 325.

MGT 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of management that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MGT 331 ***3 credits***
Management of Human Resources
Prerequisites: MGT 301 or MGT 302

Principles and problems involving the management of human resources. Among topics included are job analysis, appraisal, compensation, leadership, the collective bargaining process, and the recruiting, selecting and training of personnel.

MGT 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MGT 410 ***3 credits***
Continuous Quality Management
Prerequisite: MGT 301 or MGT 302

A management course designed to provide a contemporary approach to organization and management theory. The course acquaints students with up-to-date knowledge of a holistic method for improving quality, productivity, and competitive position in any type of organization. The course also compares the quality management fundamentals of Dr. W. Edwards Deming, Dr. Joseph M. Juran, and Mr. Phillip B. Crosby with traditional management precepts and techniques.

MGT 412 ***3 credits***
Organizational Behavior and Development
Prerequisite: MGT 301 or MGT 302

The study of human behavior in organizations. The course blends newer concepts of behavior theory with classical organization theory. Organization development focuses on methods for bringing change to the organization.

MGT 421/COM 421 ***3 credits***
Management Information Systems

A study of information concepts and the fundamental principles of the systems approach to managing information. The student will learn the relationship between an organization, its data sources and its information requirements through the study of computer-based decision support processes.

MGT 425 ***3-12 credits***
Management Internship
Prerequisite: Junior or senior standing and permission of division dean/center director

Applies varied and analytic techniques for operation of a business. This placement is in small business or corporate setting. The intern's work is closely supervised by a professional who will provide a variety of assignments to thoroughly acquaint the student with the organization's various functions.

MGT 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of management that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

MGT 430 ***3 credits***
Business, Government, and Society
Prerequisite: MGT 301

This course scrutinizes the interrelationships amoung business, government, and society. Course content will address the enormously complex, continuously evolving, and tightly interlinked business-government-society system. Academic theory will be combined with real hands-on management concerns — whether they be strategic, global, national, regional, or local in nature.

MGT 441 ***3 credits***
Labor Relations
Prerequisite: MGT 331

A study of conflict resolution in public and private institutions. Procedures, agencies, legal framework and major economic issues involved in labor management relations. Emphasis is placed on problems of negotiating and implementing a collective bargaining agreement.

MGT 498 ***3 credits***
Organization Theory
Prerequisites: MGT 301 or MGT 302 and junior standing

This course will consider the macro aspects of organizations, such as organization structure and its determinants, organization effectiveness, and structural design options. It will balance theory with applications.

Marketing Course Descriptions

MKT 301 ***3 credits***
Principles of Marketing

The marketing of goods and services couples with an integration of functional, commodity and institutional approaches from the viewpoint of both the consumer and the manager.

MKT 307 ***3 credits***
Advertising Management
Prerequisite: MKT 301

This course is designed to enable students to learn about advertising management techniques and practical ways to apply them to solve business problems. The focus will be a comprehensive and practical approach to the activities of first line advertising managers, covering advertising as an institution and as a marketing element.

MKT 308 ***3 credits***
Sales Management
Prerequisite: MKT 301

This course is designed to enable students to learn about sales management techniques and practical ways to apply them to solve business problems. The focus will be a comprehensive and practical approach to the activities of first line sales managers.

MKT 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of marketing that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MKT 354 ***3 credits***
Principles of Retailing
Prerequisite: MKT 301

Survey of the basic principles and techniques in retailing. Analysis of economic and social roles of retailing, competitive strategies, efficiency in retailing and essential concepts for retail management.

MKT 383 ***3 credits***
Consumer Behavior
Prerequisite: MKT 301

Buyer behavior patterns with emphasis on implications for marketing analysis and executive action. How consumers allocate their scarce resources among competitive consumption choices. Relevant psychological and sociological theories are covered along with models of consumer behavior drawn from the marketing literature. Current research is analyzed from a managerial perspective with emphasis on developing effective marketing strategies.

MKT 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in marketing that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MKT 425 ***3-12 credits***
Marketing Internship
Prerequisites: Junior or senior standing and permission of division dean/center director

Opportunities are available for students to learn marketing techniques of large and small businesses. Activities range from analyzing business conditions in key markets around the world to actual experience in product development, promotion and/or distribution.

MKT 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of marketing that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

MKT 463 ***3 credits***
International Marketing
Prerequisites: MKT 301 and junior or senior standing

A systematic treatment of marketing on a global scale. Problems of international companies from a marketing point of view. Concepts, tools and knowledge of the world market environment.

MKT 498 ***3 credits***
Marketing Policies and Strategies
Prerequisites: MKT 301, junior or senior standing, and a minimum of nine additional upper-division marketing credits

The managerial approach using case studies to develop policies and strategies for marketing as a total system. Analysis of underlying forces influencing marketing decision.

Mathematics Course Descriptions

Credit may not be earned in mathematics courses that are prerequisites for courses already completed.

MAT 002 ***3 semester hours***
Fundamentals of Math

This course does not satisfy a basic studies requirement in mathematics or elective credit for the associate's or bachelor's degree. This course is designed to help students improve basic mathematical skills and to build a foundation for algebra. Topics include integers, rational numbers, proportion, percents, elementary equations, geometry, and statistics. Course fee varies.

MAT 003 ***3 semester hours***
Basic Algebra

This course does not satisfy a basic studies requirement in mathematics or elective credit for the associate's or bachelor's degree. This course is designed to help students build a foundation for algebra. Topics include: integers, exponents, order of operations, algebraic expressions, linear equations, factoring, rational expressions, quadratic equations, and graphing. Offered in the fall and spring semesters. Course fee varies.

MAT 004 ***3 semester hours***
Intermediate Algebra
Prerequisite: MAT 003 with a grade of "P" or higher or a satisfactory grade on the Mathematics Placement Test

This course does not satisfy a basic studies requirement in mathematics or elective credit for the associate's or bachelor's degree. The course is designed to further develop the basic algebraic skills needed for more advanced mathematics courses. The course covers in depth all algebraic concepts. Topics include: operations on polynomials, factoring, roots and radicals, linear equations and inequalities and applications, quadratic equations and applications, graphing, systems of equations, and problem solving. Offered every semester.

MAT 131 ***3 credits***
College Mathematics
Prerequisite: MAT 004 with a grade of "P" or a satisfactory grade on the Mathematics Placement Test

Topics include set theory, logic, numeration systems, geometry, counting methods, probability and statistics. Recommended for preparation for the CLAST examination. Offered every semester.

MAT 151 ***3 credits***
College Algebra
Prerequisite: MAT 004 with a grade of "P" or a satisfactory grade on the Mathematics Placement Test

Topics include radicals, exponents, polynomials, factoring, linear equations, quadratic equations, systems of equations, Cramer's Rule, inequalities, graphs, functions, logarithms and exponential functions. Offered in the fall and spring semesters.

MAT 152 ***3 credits***
College Trigonometry
Prerequisite: MAT 151

Trigonometric functions, trigonometric functions of real numbers, graphs of trigonometric identities, trigonometric equations, addition formulae and solution of triangles.

MAT 161 ***3 credits***
Precalculus
Prerequisite: MAT 151

Topics include matrices, trigonometric functions, trigonometric identities and equations, oblique triangles, complex numbers, partial fractions, sequences and series, and binomial theorem. Intended as a preparation for the first course in calculus, MAT 221 or MAT 231. Offered in the fall and spring semesters.

MAT 201 ***3 credits***
Introduction to Statistics
Prerequisite: MAT 131 or a higher level mathematics course

Development of the fundamental statistical methods, including graphs, measures of central tendency, and variation. Inferential statistics includes the basic concepts of probability, estimation, hypothesis testing, sampling techniques, ANOVA, chi-square tests, regression analysis and correlation, and other analyses of data. Use of statistical software packages. Applications to business, social science, education, and environmental science. Course fee varies.

MAT 231 ***3 credits***
Calculus and Analytic Geometry I
Prerequisite: MAT 161
Analytic geometry, functions, limits, derivatives, applications of derivatives, integrals, applications of integrals. Four hours per week.

MAT 232 ***3 credits***
Calculus and Analytic Geometry II
Prerequisite: MAT 231
Trigonometric functions, logarithmic and exponential functions, techniques of integration, conic sections, indeterminate forms, improper integrals, infinite series. Four hours per week.

MAT 323 ***3 credits***
Calculus III
Prerequisite: MAT 222 or MAT 232
Analytic geometry, vector analysis, partial derivatives, space curves, spherical and cylindrical coordinates, line integrals, multiple integration.

MAT 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean
Designed for small groups of students to pursue in depth a particular aspect of mathematics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MAT 331 ***3 credits***
Probability and Statistics
Prerequisite: MAT 232
Basic probability theory in discrete and continuous sample spaces, random variables and distribution functions, combinatorial analysis, expectations and moment generating functions, binomial, Poisson and related distributions, law of large numbers, central limit theorem.

MAT 341 ***3 credits***
College Geometry
Prerequisite: MAT 232
An examination of the foundations of geometry, modern modifications of Euclidean geometry, projective geometry, transformation theory.

MAT 351 ***3 credits***
Number Theory
Prerequisite: MAT 232
Elementary properties of integers, the congruence relation, quadratic residues, certain quadratic forms, classical diophantine equations, fields of algebraic numbers.

MAT 361 ***3 credits***
Linear Algebra
Prerequisite: MAT 232
Algebraic theory of vector spaces, matrices, determinants, systems of linear equations, linear transformations, characteristic vectors and eigenvalues, Euclidean n-space.

MAT 362 ***3 credits***
Modern Abstract Algebra
Prerequisite: MAT 232
The study of algebraic structures and their applications. Topics include groups and symmetry, modulo arithmetic, isomorphisms and homomorphisms.

MAT 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director
A variable content course in mathematics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MAT 411 ***3 credits***
Differential Equations
Prerequisite: MAT 222 or MAT 232
Linear equations of first order and higher, simple non-linear equations, series solutions, systems of linear equations.

MAT 412 ***3 credits***
Numerical Analysis
Prerequisite: MAT 232 and a computer course
Numerical solutions by iteration, finite differences, interpolation, numerical differentiation and integration, numerical solutions to differential equations, error analysis, graphical methods, problems solved by computer programs.

MAT 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean
Intensive individual study in a particular aspect of mathematics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

MAT 499 *3 credits*
Senior Seminar in Mathematics
Prerequisite: Senior standing in mathematics

A seminar focusing on the historical development of modern mathematics. Basic research will be undertaken with a paper and oral presentation required.

Military Science Course Descriptions

MSE 101 *1 credit*
Organization of the Army and ROTC

Introduction, purpose, and obligation to the Army and the Reserve Officers Training Corps. Introduction to military customs and traditions; rank structure and the role of an Army officer. (A voluntary weekly two-hour laboratory is available with emphasis on physical "hands on" training.)

MSE 102 *1 credit*
Fundamentals of Leadership Development

Basic leadership techniques and principles, professional ethics, senior-subordinate relationships, leadership problems, basic counseling, and management techniques. (A voluntary weekly two-hour laboratory is available with emphasis on physical "hands on" training.)

MSE 201 *1 credit*
Military Training Management and instructional Techniques

Develops an understanding of the fundamental concepts involved with methods of instruction, training management and curriculum development in the military. Actual student preparation and presentation of instruction will be an integral part of the course. (A voluntary weekly two-hour laboratory is available with emphasis on physical "hands on" training.)

MSE 202 *1 credit*
Leadership Assessment

Includes an introduction to interpersonal skills required for effective leadership and diagnostic leadership assessment exercises. Topics will also include immediate first aid and injury prevention. (A voluntary weekly two-hour laboratory is available with emphasis on physical "hands on" training.)

MSE 240 *4 credits*
Basic Course Internship
(Fort Knox, Kentucky)

A summer program conducted at Fort Knox, Kentucky, designed to meet the requirements for the basic program (credit for MSE 101, 102, MSE 201, and MSE 202).

MSE 321 *3 credits*
Small Unit Operations
Prerequisite: Permission of department

Provides training required by junior officers to direct and coordinate individuals and small units in the execution of offensive and defensive tactical missions. Also provides exposure to military weapons and communications systems found at this level.

MSE 322 *3 credits*
Leadership Fundamentals-Tactics and Camp Preparation
Prerequisite: Permission of department

Improves cadet proficiency in those military subjects necessary to meet minimum standards of technical competence and self-confidence required of a junior officer in the U.S. Army. Prepares cadets for participation at Advanced Camp. Major emphasis during course is placed on physical training and field training exercises.

MSE 329 *3 credits*
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of military science that is not covered or is treated lightly in regular course offerings.

MSE 100-400 *1-3 credits*
Special Topics
Prerequisite: Permission of faculty member and division dean

A variable content course in military science that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MSE 421 ***3 credits***
Seminar in Military Leadership & Management
Prerequisite: Permission of department

Provides a basic understanding of the professional soldier's responsibilities to the Army and the nation. Attempts to improve ethical decision-making skills through an examination of the need for ethical conduct, greater awareness and sensitivity to ethical issues, and the opportunity to apply these abilities in real world situations. Included are seminars to acquaint the new lieutenant with his/her relationship to NCOs, company grade officers, and senior officers.

MSE 422 ***2 credits***
Army as a Profession
Prerequisite: Permission of department

Designed to prepare cadets for duty as commissioned officers. Instruction centers around proficiency/familiarization with the military justice system, military administration, the Officer Professional Management System, international laws of war, and principles of management/leadership.

MSE 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of Professor of Military Science and division dean

Intensive individual study in a particular aspect of military science that is not covered in regular course offerings. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit.

Music Course Descriptions

MUS 102 ***1 credit***
Class Piano

Beginning piano for students with little or no experience. Includes music reading, terminology and elementary piano technique. Two meetings per week.

MUS 105 ***3 credits***
Oratorio Society

Open to students, faculty, staff and community members without audition, the Oratorio Society is devoted to the performance of choral masterworks. Concerts are often accompanied by orchestra. One evening rehearsal per week. Reading and writing assignments will help students deepen their understanding of the work(s) they perform.

MUS 106 ***3 credits***
Chorale

This large choir is open to all Saint Leo College students without audition. The Chorale performs a wide variety of musical styles each semester. Members work on improving singing technique and music reading skills. Three rehearsals per week. Reading and writing assignments will help students deepen their understanding of the work(s) they perform.

MUS 107 ***3 credits***
Stage Band

Performance of standard and contemporary literature for jazz band. Two one-hour rehearsals per week. Open to all students. May be repeated for credit. Reading and writing assignments will help students deepen their understanding of the work(s) they perform.

MUS 113 ***1 credit***
Chamber Choir

This choir is open, by audition, to any Saint Leo College student. The ensemble performs a wide variety of music from madrigals to jazz. Chamber Choir sings one major concert each semester, and often sings a number of smaller performances both on and off campus.

MUS 116 ***1 credit***
Wind Ensemble

Performance of standard and contemporary literature for wind ensemble. Open to all students. Three one-hour rehearsals per week. Open to all students. May be repeated for credit.

MUS 120, 220, 320, 420 ***1 credit***
Private Instruction

Offered in keyboard, voice, brass, percussion, strings, woodwinds and guitar. One 30-minute lesson per week. Open to all students. May be repeated for credit. Semester fee. No refund after second lesson.

MUS 121 ***4 credits***
Music Theory I

Beginning principles of musical structure and style including analysis, writing and ear training. Three class meetings and one Theory Drill lab each week.

MUS 122 **4 credits**
Music Theory II
Prerequisite: MUS 121

A continuation of MUS 121. Further study in analysis and style. Includes sight singing and ear training. Three class meetings and one Theory Drill lab each week.

MUS 123 **3 credits**
Introduction to Music

Develops an understanding of, and appreciation for, the most important composers and styles from music history and develops critical and intelligent listening skills.

MUS 321 **3 credits**
Music History I

The evolution of musical thought and literature from the Middle Ages to 1600. Three hours per week.

MUS 322 **3 credits**
Music History II

The evolution of musical thought and literature from 1600 to the present. Three hours per week.

MUS 328 **1 credit**
Chamber Music

A study of literature for small ensembles of vocalists and instrumentalists. May be repeated for credit. One coaching session per week.

MUS 329 **3 credits**
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of music that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MUS 100-400 **1-3 credits**
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in music that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MUS 429 **1-3 credits**
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of music that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

MUS 438 **3 credits**
Music Theatre Literature
Prerequisite: MUS 123

A study of significant works for musical theatre, from operetta to contemporary Broadway musical.

Oceanography Course Descriptions

OCE 201 **3 credits**
Introduction to Oceanography
Prerequisite: Evidence of Red Cross certification in Community Water Safety

Introduction to major geological, chemical, physical, biological and ecological principles. Topics include origin of oceans, structure of earth, sea floor spreading, continental drift, salinity, currents, waves, tides, beaches, marine ecosystems, marine organisms and current environmental issues. Oceanographic cruise.

Philosophy Course Descriptions

PHI 121 **3 credits**
Introduction to Philosophy

An introduction to some of the major issues involved in the philosophical quest for wisdom, designed to provide an insight into the various perspectives from which these problems have been approached historically.

PHI 125 **3 credits**
Philosophy of Personal Responsibility

Examines the theoretical foundations and practical implications of the philosophical position that human beings are responsible for their own lives.

PHI 223 ***3 credits***
Logic
A systematic inquiry into both Aristotelian and modern contributions to the science of logic, emphasizing the compatibility of traditional and symbolic logic.

PHI 224 ***3 credits***
Ethics
Concerns the human quest for happiness and the attainment of ultimate ends. Explores a range of value systems from that of Aristotelian-Thomism to existentialism and phenomenology.

PHI 324 ***3 credits***
Medical Ethics
Examines moral problems that arise in the practice of medicine. Various theories about what is good and what is right are considered and related to bio-ethical and socio-ethical issues.

PHI 328 ***3 credits***
Business Ethics
A study of general moral principles and their application to ethical issues and problems pertaining to business activities and the nature of the corporation in contemporary society.

PHI 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean
Designed for small groups of students to pursue in depth a particular aspect of philosophy that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PHI 331 ***3 credits***
American Philosophy
An introduction to selected writings of such classical American thinkers as Peirce, James, Dewey and Whitehead.

PHI 332 ***3 credits***
Philosophy of Human Being
A study of human being, with particular emphasis on concepts of the self and the problem of human freedom and determinism.

PHI 333 ***3 credits***
Existentialism
An analysis of the origins and basic theories of existentialism, including selections from the writings of Kierkegaard, Nietzsche, Heidegger and Sartre.

PHI 334 ***3 credits***
Philosophy of Science
A study of the problems of inductive reasoning, the status of observations, laws, theories, theoretical entities and scientific revolutions.

PHI 335 ***3 credits***
Philosophy of Love
Examines philosophical commentaries on the traditional forms of love and their practical implications for the nature of human relationships.

PHI 336 ***3 credits***
Philosophy of Atheism
A study of the scientific and humanistic forms of atheism, as proposed by Comte, Feuerbach, Marx, Nietzsche, Freud, Sartre, Merleau-Ponty, Ayer and others. Special attention will be given to the atheistic features present in numerous forms of belief in God.

PHI 337 ***3 credits***
Philosophy of Art
A study of theories of art that examine such topics as beauty, creativity, the imagination and the role of art in life.

PHI 345 ***3 credits***
Contemporary Moral Issues
Discussion of contemporary moral issues such as sexual equality, racism, censorship, economic justice and population control.

PHI 346 ***3 credits***
Environmental Ethics
A study of the philosophical aspects of ethical issues involved in the relation of human beings to the environment including religious perspectives.

PHI 364/REL 364 ***3 credits***
Studies in Jewish Thought
Selected topics in Jewish thought, with emphasis on problems, thinkers and movements.

PHI 366/REL 366 ***3 credits***
Studies in Oriental Thought
Selected topics in Oriental thought, with emphasis on problems, thinkers and movements.

PHI 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director
A variable-content course in philosophy that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PHI 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of philosophy that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Physical Education Course Descriptions

PED 102 ***2 credits***
Concepts of Wellness

Designed for students to develop an increased understanding and appreciation of the significance of physical fitness and wellness, to assess their present status and to formulate positive attitudes and actions toward maintaining and/or improving their current level of fitness.

PED 220 ***3 credits***
Motor Skill Development and Analysis
Prerequisites: SPM 114 or EDU 180 and BIO 225

A study of the growth and maturational processes that affect motor skill acquisition and performance throughout the life span. Theories regarding learned motor behavior and the control of movement, focusing on the role of perceptual, memory, and motor functions in the acquisition and retention of skilled movement are examined. Students attain the knowledge necessary to undertake a systematic approach to the analysis of human motion.

PED 230 ***3 credits***
Community First Aid and Safety

The goal of this course is to provide students with knowledge and skills necessary in an emergency to call for help, to help keep someone alive, to reduce pain, and to minimize the consequences of injury or sudden illness until professional help arrives. Course includes adult, child and infant CPR, and first aid. Red Cross Certification may be earned by those meeting Red Cross standards. Course fee varies.

PED 306 ***3 credits***
Instructional Design and Content of Racquet Sports/Track and Field
Prerequisites: EDU 180 (or concurrently) and sophomore standing

This course is designed to prepare the pre-professional secondary physical educator to teach racquet sports and activities. Emphasis is placed upon the development of competencies needed to develop a racquet sports curriculum, design and implement effective lessons, and create an appropriate learning environment. Field work required.

PED 308 ***3 credits***
Instructional Design and Content of Personal Fitness/Weight Training
Prerequisite: EDU 180 (or concurrently) and sophomore standing

This course is designed to prepare pre-professional physical educators to implement the Personal Fitness course which is Florida's physical education high school graduation requirement. The emphasis is on developing understanding of the content of the Personal Fitness course and competencies to assess fitness levels and design fitness programs for individuals. Field work required.

PED 309 ***3 credits***
Instructional Design and Content of Team Sports and Activities
Prerequisite: EDU 180 (or concurrently) and sophomore standing

This course is designed to prepare the pre-professional secondary physical educator to teach team sports and activities. Emphasis is placed upon the development of competencies needed to develop a team sports curriculum, design and implement effective lessons, and create an appropriate learning environment. Field work required.

PED 311 ***3 credits***
Lifeguarding
Prerequisite: PED 205

Knowledge and skills necessary for saving oneself or others in the event of aquatic emergency. ARC certification available. Course fee varies.

PED 313 ***3 credits***
Water Safety Instruction
Prerequisite: PED 311

Examination of the various swimming strokes leading to identification of appropriate methods and techniques for instructing others. ARC certification available. Lab fee.

PED 320 ***3 credits***
Theory and Practice of Coaching
Prerequisite: Sophomore standing

The study of the principles associated with coaching that enable students to scientifically design practice and game regimens and strategy. The disciplines of kinesiology, exercise physiology, motor development, anatomy, physiology, sociology and psychology serve as the research base.

PED 322 ***3 credits***
Coaching Football
Prerequisite: PED 320 (or concurrently), and sophomore standing

The principles and practices of coaching football, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete. Field work required.

PED 323 ***3 credits***
Coaching Golf and Tennis
Prerequisite: PED 320 (or concurrently), and sophomore standing

The principles and techniques applicable to the teaching and coaching of golf and tennis at various competitive and recreational levels. Field work required.

PED 324 ***3 credits***
Coaching Basketball
Prerequisite: PED 320 (or concurrently), and sophomore standing

The principles and practices of coaching basketball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete. Field work required.

PED 325 ***3 credits***
Coaching Baseball
Prerequisite: PED 320 (or concurrently), and sophomore standing

The principles and practices of coaching baseball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete. Field work required.

PED 329 ***3 credits***
Directed Study or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue a particular aspect of physical education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PED 340 ***3 credits***
Prevention and Treatment of Athletic Injuries
Prerequisite: Sophomore standing

The primary purpose of this course is to provide prospective teachers, coaches, and recreational leaders with an in-depth study of practices and techniques applicable to the prevention and treatment of athletic injuries and conditions that might occur in activities which they may have under their supervision. Course fee varies.

PED 347 ***3 credits***
First Aid and CPR Instructor
Prerequisite: PED 230 with current Red Cross certification

Designed to prepare the participants to teach and certify students for teaching the ARC "Standard First Aid and Personal Safety" and cardiopulmonary resuscitation courses. First aid knowledge and skills will be reviewed as well as appropriate methods and techniques of instruction. ARC certification available. Course fee varies.

PED 350 ***3 credits***
Adaptive Physical Education and Recreation
Prerequisite: Junior standing

A study of the principles and methods of adaptive physical education and recreation for persons with disabilities. Content of the course includes a diversified program of developmental activities, games, and sports suited to the interest, capacities, and limitations of students with disabilities who may not safely or successfully engage in unrestricted participation in vigorous activities and sports both in school and in out-of-school community programs.

PED 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean

A variable content course in physical education that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PED 429 ***1-3 credits***
Advanced Directed Study or Research
Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of physical education that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

PED 443 ***3 credits***
Organization and Administration of Physical Education
Prerequisites: EDU 180, EDU 280, and junior standing

Designed to cover the organization and administrative policies, standards and procedures involved in the physical education teaching profession and related fields. Emphasis on the education perspective and various administrative problems.

Physics Course Descriptions

PHY 121 ***3 credits***
Fundamental Concepts of Physics

A series of topics in physics is presented for students whose major is outside the Department of Mathematics and Sciences. Fundamental concepts and their impact on our culture and daily life are stressed.

PHY 131 ***3 credits***
Introductory Physics
Prerequisite: MAT 004 or equivalent knowledge of intermediate algebra

The fundamental concepts of kinematics, dynamics, statics, heat, sound, electricity and magnetism, optics, atomic and nuclear physics, and relativity. A one-semester algebra-based course in physics.

PHY 221 ***4 credits***
General Physics I
Prerequisite: MAT 161

A study of the fundamental concepts and laws of physics and their applications. Topics considered are mechanics, heat and wave motion. Three lectures and one three-hour laboratory per week. Offered in the fall semester. Course fee varies.

PHY 222 ***4 credits***
General Physics II
Prerequisite: PHY 221

This is a continuation of PHY 221 and includes electricity, magnetism, optics and modern physics. Three lectures and one three- hour laboratory per week. Offered in the spring semester. Course fee varies.

PHY 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of physics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PHY 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in physics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PHY 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of physics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Political Science Course Descriptions

POL 121 ***3 credits***
Introduction to Politics

An introduction to politics by means of an examination of the perennial questions of politics, contemporary political events and issues, as well as different political orders.

POL 123 ***3 credits***
Introduction to Law and the Legal System
Prerequisite: ENG 020 or placement at ENG 121 on English placement test

This course is an introductory survey of the history, structures, and processes of the American legal system. It is designed to be taken as a first college-level course in law, and should precede more specialized courses such as criminal, business or constitutional law. Covered are basic legal concepts such as due process; the structure of the U.S. court system; and the major subdivisions of law such as civil procedure, criminal procedure, or the law of torts. Understanding the role of law in society, the analysis of judicial reasoning, and the application of legal concepts to factual situations are stressed.

POL 223 ***3 credits***
American Federal Government

An introduction to the basic principles and processes of American national government, including federalism, representation, separation of powers, checks and balances, the committee system, the electoral college, political parties and judicial review. Emphasis is placed on understanding the Constitution and the intention of the framers, although modern developments and contemporary policy issues are not neglected.

POL 224 ***3 credits***
American State and Local Government

An inquiry into the theory and practice of federalism and a survey of the various political subcultures and institutions of state government are followed by a philosophic treatment of the major political issues facing local government today.

POL 311 ***3 credits***
Political and Legal Theory I

A detailed treatment of selected works of classical political philosophy, including such important authors as Plato, Aristotle, Cicero, St. Augustine, and St. Thomas, with a special emphasis on topics pertaining to justice and natural law. Selections may vary.

POL 312 ***3 credits***
Political and Legal Theory II

A detailed treatment of selected works of modern political philosophy, including such important authors as Hobbes, Locke, Rousseau, Kant, Marx, and Nietzsche. Works by contemporary authors on the philosophy of law will be compared and contrasted. Authors and themes may vary.

POL 321 ***3 credits***
Criminal Law I
Prerequisite: POL 123

An introduction to due process regulating the activities of police and other components of the criminal justice system. Main topics include laws of search and seizure and arrest; interrogations and confessions; entrapment; the exclusionary rule; and basic trial procedure.

POL 322 ***3 credits***
Criminal Law II
Prerequisite: POL 123

An in-depth research of laws and interpretation of court decisions. The practice of developing an understanding of evidence and procedure and the protective rights of society.

POL 323 ***3 credits***
Comparative Politics
Prerequisite: POL 121

A study of various political systems, particularly the Soviet Union, the United Kingdom, China and Germany, along with the problems associated with a comparative approach.

POL 324 ***3 credits***
The Politics of Developing Nations
Prerequisite: Junior standing

An analysis of the relations between the United States and the developing nations of the world, with emphasis on the post-World War II period.

POL 325 ***3 credits***
Public Administration
Prerequisite: Junior standing

An analysis of the nature of public administration, its structures and limitations; staff organization and chain of command; unemployment policies and personnel training and management; employees, organizations and public relations.

POL 326 ***3 credits***
United States Constitutional Law I
Prerequisite: POL 223

A study of the historical development and expansion of judicial power, with emphasis on leading cases relative to judicial review, congressional and legislative powers, federalism, commerce, taxation and economic due process.

POL 327 ***3 credits***
United States Constitutional Law II
Prerequisite: POL 223

A survey of constitutional rights and liberties, with emphasis on current problems and cases in the areas of equal protection, criminal procedure, freedom of press and speech and freedom of religion.

POL 328 ***3 credits***
International Law and Organizations

A detailed survey with case studies of international law's role in world politics and legal controversies, statehood, diplomacy, treaties, sovereignty, sanctions, territorial changes, Law of the Seas, refugees, nationalizations, international organizations (United Nations, NATO, European Community), wars, and space law.

POL 329 ***3 credits***
Directed Study or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue a particular aspect of political science that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

POL 330/HTY 330 ***3 credits***
War and Peace
Prerequisite: Junior standing

A historical survey course covering the period from the ancient to the modern world. Primary attention is focused on American military history; however, Roman military strategy, warfare in the Middle Ages and the Napoleonic Wars are included.

POL 333/HTY 333 ***3 credits***
Palestine and Israel
Prerequisite: Junior standing

A detailed examination of the 20th century conflict between Jews and Arabs over the land of Israel/Palestine, considered in both its historical and contemporary aspects.

POL 337/HTY 337 ***3 credits***
The Legacies of the British Empire
Prerequisite: Junior standing

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa and India/Pakistan.

POL 339/HTY 339 ***3 credits***
Readings in Political Science
Prerequisite: Junior standing

Readings, group discussion and writing on such issues as Machiavelli, comparative revolutions, the causes of the American Civil War, historical myths and related topics.

POL 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in political science that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the presidency, the judicial process, or other special topics. Topic to be covered is announced in advance of registration.

POL 422 ***3 credits***
Congress, the Presidency and the Party System
Prerequisite: POL 223

A detailed study of the legislative and executive branches of the federal government. This course also surveys the functioning of the federal bureaucracy as an area of mixed and overlapping powers. Included is an inquiry into the origin, nature and function of American political parties.

POL 423 ***3 credits***
International Relations
Prerequisite: Junior standing

An analysis of the relations among subnational, national and supranational factors: foreign policy formation. Problems and developments of international politics and organizations.

POL 424/ECO 424 ***3 credits***
International Political Economy
Prerequisite: ECO 201

An exploration of the linkages between politics and economics in international affairs; emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence and U. S. economic foreign policy.

POL 427/HTY 427 ***3 credits***
History of Ideas
Prerequisite: Junior standing and permission of faculty member

A study of the major intellectual currents that have dominated historical thought in the Western world since the Renaissance.

POL 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of political science that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

POL 499 ***3 credits***
Senior Seminar in Political Science
Prerequisite: Senior standing in political science

Directed research and the development and presentation of a senior thesis on a significant issue in political science or detailed readings on a significant single theme.

Psychology Course Descriptions

PSY 121 ***3 credits***
Introduction to Psychology

A survey of the major areas in psychology. Principal topics covered are: physiological bases of behavior, personality, mental disorders and treatment, social influences and other basic issues. The course introduces students to the broad spectrum of theories used in understanding human behavior.

PSY 122 ***3 credits***
Psychology of Adjustment

An overview of psychological theories and principles related to human adjustment, including effective and ineffective coping behaviors.

PSY 228 ***3 credits***
Social Psychology
Prerequisite: PSY 121

A study of the perceptions, attitudes, personality, motivations and behavior of the individual as a function of social situations. Emphasis on theory, research and application.

PSY 319/SWK 319 ***3 credits***
Human Behavior in Stress and Crisis
Prerequisite: PSY 121 or SWK 121

A study of the nature of stress, its physical and psychological effects on individual and group behavior; individual and social approaches to managing stress; and an introduction to the theory and practice of crisis intervention techniques.

PSY 321 ***3 credits***
Psychological Tests and Measurements
Prerequisites: PSY 121 and MAT 201

A study of basic principles underlying test construction as well as a review of the most common psychological tests used to assess ability, personality and occupational preference.

PSY 322 ***3 credits***
Physiological Psychology
Prerequisite: PSY 121

The structure and function of the central nervous system as related to emotion, motivation, learning and theory of brain functions.

PSY 324 ***3-4 credits***
Experimental Psychology
Prerequisites: PSY 121 and MAT 201

The application of major scientific research methods and strategies to psychology. Offered for four credits when taken with a laboratory.

PSY 327 ***3 credits***
Abnormal Psychology
Prerequisite: PSY 121

A review of the historical and current scientific approaches to the study of abnormal behavior, emphasizing theories of causation, symptomatology and treatment.

PSY 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue a particular aspect of psychology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PSY 331 ***3 credits***
Interviewing and Counseling Skills
Prerequisites: PSY 121 and junior standing

This course provides students with a basic framework of skills in the area of interpersonal communication for use in clinical settings and in a wide spectrum of human service settings.

PSY 335 ***3 credits***
Psychology of Women
Prerequisite: PSY 121

An analysis of the body of psychological literature that attempts to explain the personality and behavior of women. Topics covered include employment concerns, victimization, biological factors and gender differences in personality development, interpersonal relationships and child-rearing practices.

PSY 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in psychology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as specific counseling theories, the aging process, or other special topics. Topic to be covered is announced in advance of registration.

PSY 422 ***3 credits***
Psychology of Learning
Prerequisite: PSY 324

A study of the significant concepts and experimental methods of learning. Topics include past and current research and theory on classical and instrumental conditioning, extinction processes, schedules of reinforcement, generalization and discrimination, verbal learning and memory.

PSY 423 ***3 credits***
Educational Psychology
Prerequisite: PSY 121

Understanding of the applications of psychological principles to the educational process.

PSY 425 ***6 - 12 credits***
Internship in Psychology
Prerequisites: Senior standing in psychology; PSY 331, PSY 327, PSY 427, PSY 428, PSY 499, and approval of the Psychology Practicum Committee.
Corequisite: PSY 426

Supervised internship placement giving students the opportunity to work in local agencies with individuals and groups for 16 hours (6 credits) or 32 hours (12 credits) per week for 12 weeks. Placements are available in mental health facilities, schools, rehabilitation centers, hospitals, and other human service agencies. Students must be enrolled concurrently in PSY 426 Internship Seminar. Grading is pass/fail.

PSY 426 ***3 credits***
Internship Seminar
Corequisite: PSY 425

Assists students in integrating and strengthening their various field experiences. Examines the application of psychological ideas and concepts to clinical practice through discussion, written assignments, readings, and case presentations. Assists students in identifying, clarifying, and developing specific professional goals.

PSY 427 ***3 credits***
Personality Theory
Prerequisites: PSY 121 and junior standing

A review of the major historical and contemporary personality theories that attempt to explain and describe human behavior.

PSY 428/SWK 428 ***3 credits***
Counseling Principles and Practices
Prerequisites: PSY 327, PSY 427, and PSY 331 or SWK 331

A study of counseling psychology from a theoretical and applied perspective. Topics include individual versus group counseling, counseling special populations, and counseling in various settings. Topics will be presented in both a didactic and experiential format. In addition, legal and ethical issues will also be addressed.

PSY 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of psychology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

PSY 431 ***3 credits***
Childhood Disorders
Prerequisite: PSY 327

The study of the causes, symptoms and treatment of abnormal behaviors in childhood and adolescence. Emphasis on understanding disorders within a developmental framework.

PSY 432 ***3 credits***
Psychology of Motivation
Prerequisites: PSY 324 and junior standing

A review of the major theories that attempt to explain motivated behavior from a physiological, cognitive, social, environmental and/or learning point of view.

PSY 433 ***3 credits***
Sensation and Perception
Prerequisite: PSY 121

A study of sensory and perceptual phenomena, including all basic sensory systems and such topics as pain perceptions, illusions and hallucinations, sensory deprivation, color vision and color blindness, deafness, sensory-motor development and altered states of consciousness.

PSY 496 ***0 credits***
Psychology Area Concentration Achievement Test
Corequisite: PSY 499

Final comprehensive written examination for students majoring in psychology. Examination is administered in the PSY 499 Senior Seminar in Psychology course. Test fee.

PSY 499 ***3 credits***
Senior Seminar in Psychology
Prerequisite: Senior standing in psychology with a minimum of six psychology courses including PSY 324
Corequisite: PSY 496

Designed as the capstone course in psychology. Students will undertake an in-depth, critical review of the literature on a specific topic relevant to some aspect of psychology. Each student will present his paper orally and in written format, and participate orally in the analysis and discussion by peers.

Religion Course Descriptions

REL 110 ***3 credits***
Catholicism

An introduction to basic Catholic beliefs and values and a study of the various ways Catholics have responded to challenges to religious faith posed by contemporary cultural developments.

REL 124 ***3 credits***
Introduction to the Old Testament

A basic introduction to the literature and theology of the Jewish Scriptures.

REL 125 ***3 credits***
Introduction to the New Testament

A basic introduction to the literature and theology of the New Testament, including exposure to critical methods such as form and redaction criticisms.

REL 131 ***3 credits***
Introduction to Religion

An introduction to the principal issues involved in understanding the nature of religion and evaluating its relevance in today's world.

REL 141 ***3 credits***
Introduction to Judaism

A study of Jewish theology, worship and history, including the impact of the state of Israel and the Holocaust on Jewish faith.

REL 220 ***3 credits***
Christian Morality

A study of the principles of Christian morality.

REL 222 ***3 credits***
The Second Vatican Council and Beyond

A study of the documents of the Second Vatican Council and more recent developments in the life of the Catholic Church.

REL 223 ***3 credits***
Religions of the World I: Western Religions
A study of Western religions, including religions of non-literate societies and ancient religions, Judaism, Christianity and Islam.

REL 224 ***3 credits***
Religions of the World II: Eastern Religions
A study of Eastern religions, including Hinduism, Buddhism, Confucianism, Taoism and the religions of Japan.

REL 320 ***3 credits***
Foundations of Christian Faith
A study of the foundations of Christian faith, rooted in human nature, the cosmos, Christian revelation and Jesus.

REL 325 ***3 credits***
The Gospels of Matthew, Mark and Luke
A study of the three "synoptic" gospels: how the gospels were developed, how they relate to the historical Jesus and their theological significance.

REL 326 ***3 credits***
The Gospel of John and Related Writings
John's gospel and epistles studied in detail, with particular emphasis on the theological content.

REL 327 ***3 credits***
The Life and Writings of Paul
The life of Paul and a study of his writings. Problems of law and freedom, faith and works, the idea of the church, early Christian worship.

REL 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean
Designed for small groups of students to pursue in depth a particular aspect of theology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

REL 331 ***3 credits***
Religion and Personal Experience
A study of the place of personal experience in the discovery of religious meaning. May use autobiographical accounts and investigate methods of enhancing consciousness and nurturing spiritual growth.

REL 333 ***3 credits***
Survey of Christian Theology I
Christian theology from the time of Jesus to the Reformation. Offered in alternate years.

REL 334 ***3 credits***
Survey of Christian Theology II
Christian theology from the Reformation to the present. Offered in alternate years.

REL 335 ***3 credits***
The Torah
Source, form and redaction criticism of the first five books of the Jewish Scriptures and an investigation of the place of the Torah in Israel's life.

REL 336 ***3 credits***
Historical Books
A study of Joshua, Judges, Ruth, I and II Samuel, I and II Kings, I and II Chronicles, Ezra (Tobit and Judith optional). The Jewish view of history and how the Jews remembered the past for what it had to say to their present lives.

REL 337 ***3 credits***
Prophetic Writings
A study of Isaiah, Jeremiah, Lamentations, Ezekiel, Daniel and the "Twelve" (Baruch I and II, Maccabees optional), and an investigation of the phenomenon of prophecy and its historical setting in Israel.

REL 338 ***3 credits***
Poetry and Wisdom Literature
Job, Psalms, Proverbs, Ecclesiastes and the Song of Solomon (Wisdom of Solomon and Wisdom of Ben Sirach optional). A study of the literary qualities, individual experiences and institutional settings that created these writings.

REL 345 ***3 credits***
Christian Social Ethics
An examination of Christian social teachings, particularly as they relate to institutionalized injustice and the concepts of liberty, peace and justice.

REL 351 ***3 credits***
Theological Aspects of Marriage
A study of the biblical and theological foundations of the Christian view of marriage and sexuality and a consideration of contemporary issues in the light of Christian values.

REL 357 ***3 credits***
Women in the Church
A study of the contributions of women to Christian life from the time of Christian origins to the present and an analysis of the current situation and problems of women in the Church.

REL 364/PHI 364 ***3 credits***
Studies in Jewish Thought
Selected topics in Jewish thought, with emphasis on problems, thinkers and movements.

REL 366/PHI 366 ***3 credits***
Studies in Oriental Thought
Selected topics in Oriental thought, with emphasis on problems, thinkers and movements.

REL 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director
A variable content course in religion that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration.

REL 424 ***3 credits***
Death and the Meaning of Life
People's awareness of their mortality and how it affects their life and culture. Sources of courage in the face of death are considered.

REL 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean
Intensive individual study in a particular aspect of theology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

REL 431 ***3 credits***
Liturgy
A study of Christian worship and sacramental theology.

REL 432 ***3 credits***
Christian Spirituality
Christian perspectives on spirituality and its place in contemporary life. May include an emphasis on particular traditions (such as the Benedictine) and practical instruction.

Restaurant and Hotel Management Course Descriptions

RHM 220 ***3 credits***
Introduction to Restaurant and Hotel Management
A study of the hospitality industry, emphasizing its history, traditions and career opportunities. The duties and responsibilities of entry-level positions will be covered.

RHM 305 ***3 credits***
Restaurant Management Operations
Prerequisite: RHM 220
The student will be exposed to the concepts of management in the operation of a successful food service facility. There will be an overview of menu planning, food purchasing, preparation and service techniques, with an emphasis on the practical application of management theory in a food service organization. The course will be supplemented with site visits to hotels/restaurants and utilization of industry guest speakers.

RHM 310 ***3 credits***
Hotel Management Operations
Prerequisite: RHM 220
This course will encompass hotel and motel operations from a business and financial point of view. It will cover the management and operations of every department in the hotel. The course will have a strong emphasis on convention and meetings management.

RHM 322 ***3 credits***
Environmental Science in Hospitality
An examination of the causes and prevention of food spoilage and food-borne diseases. Emphasis will be given to regulations and NIFI certifications, the importance of chemicals and the role of safety.

RHM 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean
Designed for small groups of students to pursue in depth a particular aspect of restaurant and hotel management that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

RHM 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean

A variable content course in restaurant and hotel management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

RHM 425 ***3-12 credits***
Internship I
Prerequisite: Permission of program director

Supervised practical experience in industry positions. Emphasis is placed on food production techniques, developing good work habits, supervisory skills, and management policies and procedures. The internship is a 13-week fulltime hourly position. May be repeated for credit. Course fee varies.

RHM 426 ***3-12 credits***
Internship II (Restaurant)
Prerequisite: Senior standing and permission of program director

This is a second level internship where the intern is employed in a management training, rotational, or special project position in the restaurant industry. It provides exposure to the duties and responsibilities which would likely be required in post-graduation positions. May be repeated for credit. Course fee varies.

RHM 427 ***3-12 credits***
Internship III (Hotel)
Prerequisite: Senior standing and permission of program director

This is a second level internship where the intern is employed in a management training, rotational, or special project position in the hotel industry. It provides exposure to the duties and responsibilities which would likely be required in post-graduation positions. May be repeated for credit. Course fee varies.

RHM 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of faculty member and division dean

Intensive individual study in a particular aspect of restaurant and hotel management that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

RHM 498 ***3 credits***
Seminar in Restaurant and Hotel Management
Prerequisite: Senior Standing

An analysis of the layout and design of a restaurant or hotel operation. Emphasis is placed on cost-volume profit predictions. Students are also expected to participate in campus activities offering supervisory and management opportunities. Open to Restaurant and Hotel Management majors only.

Social Science Course Descriptions

SSC 222 ***3 credits***
Social Problems

An introduction to such contemporary social problems as poverty, unemployment, energy, pollution, sexual deviance, delinquency, drugs and alcohol. Emphasis will be placed on underlying causes and on pointing the way to solutions.

SSC 320 ***3 credits***
Methods of Social Research
Prerequisite: MAT 201

An analysis of research methods in social science; training in techniques and materials of research; and the conducting of social research projects.

SSC 322 ***3 credits***
Race and Ethnicity in American Culture
Prerequisite: SOC 121

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as Blacks, Mexican-Americans, Puerto Ricans, Orientals, American Indians.

SSC 324 ***3 credits***
Marriage and the Family

An interdisciplinary, historical, and cross-cultural study of marriage and the family with major emphasis given to an examination of public policy issues regarding American family life.

SSC 327 *3 credits*
Cultural Anthropology

An examination of the concept of culture through a study of the range of human societies, including a disciplined reflection upon American culture. This course is designed to provide the student with a comprehensive knowledge of the developmental processes of culture from a cross-cultural perspective. The central theme is to develop an appreciation of the adaptations of humans to their social and physical environment.

SSC 328 *3 credits*
Drugs, Society and Human Behavior
Prerequisites: BIO 121 or PSY 121

An interdisciplinary approach will be taken in analyzing the biological, psychological and social forces that influence the use of psychoactive substances (both legal and illegal), as well as in studying the effects that use of these substances have on human nervous systems, behaviors and society.

SSC 331 *3 credits*
Social Policy and Social Change
Prerequisite: SOC 121

An examination of the forces of social change, issues of social policy, and the dynamic manner in which they interact and influence each other. Special emphasis is placed on helping students understand how they can become agents of change.

SSC 332 *3 credits*
Social Interaction in Everyday Life

A survey of research about human interaction in interpersonal, work, and family situations. It investigates how humans interact with others and the analyses of responses.

SSC 335 *3 credits*
Women in American Society

An examination of the changing roles of men and women in American society from both a historical and a contemporary perspective

SSC 100-400 *1-3 credits*
Special Topics
Prerequisite: Permission of faculty member and division dean/center director

A variable content course in social science that is designed for a specific class level: freshman (100) through senior (400). Topic to be covered is announced in advance of registration.

Social Work Course Descriptions

SWK 121 *3 credits*
Introduction to Social Work

An introductory study of major areas of practice to provide understanding and appreciation of social work. The course includes a brief history and philosophy of social welfare and social institutions. The student is introduced to career opportunities within the field of social welfare.

SWK 317 *3 credits*
Human Behavior in the Social Environment

A study of the theories and knowledge about the range of social systems in which individuals live; how human behavior affects and is affected by these systems; how these systems promote or deter human health and well-being; and introduction to theory evaluation and application to client situations.

SWK 319/PSY 319 *3 credits*
Human Behavior in Stress and Crisis
Prerequisite: PSY 121 or SWK 121

A study of the nature of stress, its physical and psychological effects on individual and group behavior; individual and social approaches to managing stress; and an introduction to the theory and practice of crisis intervention techniques.

SWK 328 *3 credits*
Social Welfare Policy
Prerequisite: Junior standing

A description of the major components of the social welfare system in the United States. This course includes the historical development and philosophy behind our present social welfare system and uses current social welfare programs as examples.

SWK 329 *3 credits*
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean

Designed for small groups of students to pursue in depth a particular aspect of social work that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SWK 331 ***3 credits***
Methods of Social Work Practice I
Prerequisites: SWK 121 and junior standing

The course orients the student to the profession and introduces the student to generalist social work practice. Emphasis is placed on basic communication skills, the problem solving method, and practice with individuals. Ethical decision making and issues of diversity in social work practice are included.

SWK 332 ***3 credits***
Pre-Internship
Prerequisites: SWK 121 and junior standing in social work
Corequisite: SWK 333

This course is designed to allow the social work concentrator practical experience within a social service agency for a minimum of six hours a week. Includes an integrative seminar 1½ hours per week.

SWK 333 ***3 credits***
Methods of Social Work Practice II
Prerequisites: SWK 331 and junior standing in social work
Corequisite: SWK 332

This courses builds on SWK 331 Methods of Social Work Practice I and emphasizes the problem solving method of practice with small groups and families. It includes the relationship between micro and mezzo skills and continues an emphasis on ethical decision making and issues of diversity in social work practice.

SWK 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean

A variable content course in social work that is designed for a specific class level: freshman (100) through senior (400). A study and discussion of the characteristics and problems of a specific group, such as the aged, the addicted, the mentally retarded, or the handicapped; school related problems; or the broad study of human services in mental health. Topic to be covered is announced in advance of registration.

SWK 421 ***4 credits***
Methods of Social Work Practice III
Prerequisites: SWK 333 and senior standing in social work

This course builds on SWK 331 and SWK 333 Methods of Social Work Practice I and II and emphasizes social work practice with large groups. It includes the relationship between micro, mezzo, and macro skills and continues the emphasis on ethical decision making and issues of diversity in social work practice.

SWK 425 ***4-12 credits***
Field Placement in Social Work
Prerequisites: SWK 428 and approval by the Social Work Field Placement Committee

Supervised field placement giving students an opportunity to apply theory to practice working with individuals, families, groups and communities for a minimum of 400 hours. Placements are available in such settings as hospitals, mental health clinics, schools, nursing homes, and social welfare and juvenile facilities. May be repeated for credit up to a total of 12 credits. Course fee varies.

SWK 426 ***3 credits***
Senior Seminar in Social Work
Corequisite: SWK 425. For students completing SWK 425 over three semesters, the senior seminar is taken during the student's final semester of SWK 425.

This capstone course meets once a week for three hours. Through integrative assignments and seminar presentations, the student demonstrates ability to integrate theory with social work practice.

SWK 428/PSY 428 ***3 credits***
Counseling Principles and Practices
Prerequisites: PSY 327, 427 and PSY 331 or SWK 331

An examination of theory and practice in counseling. Professional and ethical issues are considered.

SWK 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of social work that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Sociology Course Descriptions

SOC 121 ***3 credits***
Introduction to Sociology
A survey of the major issues and ideas in sociology, including basic concepts and theories, as well as an examination of major social institutions, the dynamics and processes of social interaction and the structure and organization of social groups.

SOC 323 ***3 credits***
Sociological Theory
Prerequisite: SOC 121
This course is designed to provide an analysis of the fundamental principles and concepts underlying social theory. Attention will be given to an evaluation of major sociological theories, both classical and contemporary. It is also designed to provide students an arena in which to learn and practice the skills of theoretical critique, construction, and how theory can be useful in application and intervention.

SOC 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean
Designed for small groups of students to pursue in depth a particular aspect of sociology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SOC 341 ***3 credits***
Applied Sociology
A comprehensive overview of the variety of ways in which the theories, knowledge, and methods of sociology can be applied to facilitate social change, with an emphasis on the applied research perspective.

SOC 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean/center director
A variable content course in sociology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the American Indian or other special topics. Topic to be covered is announced in advance of registration.

SOC 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean
Intensive individual study in a particular aspect of sociology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

SOC 499 ***1-3 credits***
Senior Seminar
Prerequisite: Senior standing in sociology
The integration of concepts within the field of sociology.

Speech Course Descriptions

SPH 221 ***3 credits***
Fundamentals of Speech
Study of the fundamental principles of public speaking, including practice in the preparation and delivery of extemporaneous speeches.

SPH 223 ***3 credits***
Phonetics and Articulation
Study of the scientific bases of voice and speech; analysis of the phonetic structure of our speech and language through application of the International Phonetic Alphabet.

SPH 325 ***3 credits***
Introduction to Speech Disorders
Prerequisite: SPH 223
The nature, causes and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate and voice disorders.

SPH 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of faculty member and division dean
Designed for small groups of students to pursue in depth a particular aspect of speech that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SPH 331 ***3 credits***
Discussion and Debate

The study and application of reasoning and evidence as used in public deliberation.

SPH 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of faculty member and division dean

A variable content course in speech that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

SPH 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of faculty member and division dean

Intensive individual study in a particular aspect of speech that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with faculty member.

Sport Management Course Descriptions

SPM 114 ***3 credits***
Introduction to Sport Management
Prerequisite: ENG 020

An examination of the field of study in which physical activity in the form of exercise and sport is the form of expression. Historical roots, philosophical assumptions, basic subject matter, and career trends and issues are explored.

SPM 321 ***3 credits***
Sociology of Sport
Prerequisites: SPM 114 and COM 130

A study of sport as social phenomena. Discussion of issues in sports and sport-related behaviors as they occur in social and cultural contexts.

SPM 334 ***3 credits***
Sport Facility and Event Management
Prerequisites: SPM 114

This course is designed to promote understanding of the role of the sports/entertainment facility in society. Topics and areas to be covered include the process of building a facility from feasibility study to financing to finish of construction, a review of the types of facilities for sports and entertainment, identifying the skills and available career paths to become a successful facility manager, and studying the day-to-day operations of a facility and the production of an event.

SPM 100-400 ***1-3 credits***
Special Topics
Prerequisites: Permission of faculty member and division dean

A variable content course in sport management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

SPM 414 ***12 credits***
Internship in Sport Management
Prerequisite: Senior standing

Involves actual full-time (40 hours per week) work in a sport management setting subsequent to the junior year in which management practices are applied. Directed and evaluated by a qualified faculty member with appropriate supervision by an on-site professional. Course fee varies.

SPM 434 ***3 credits***
Seminar in Sport Management
Prerequisites: SPM 114 and SPM 444

This course is designed to provide the student with knowledge of fund raising, legal concerns, public relations, facilities development and other such topics. Students discuss current athletic management situations and problems.

SPM 444 ***3 credits***
Sport Administration
Prerequisite: SPM 114

An examination of the administrative policies, legal aspects, and governance standards involved in the management of sport enterprises.

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  - Assistant Baseball Coach ..... Joey Davis
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  - Assistant Basketball Coach ..... TBA
  - Basketball Coach (Women) ..... Janet Cone
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    - Director ..... Dennis J. Martin
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Key West Naval Air Station Center, FL
- Director ..... James Olney

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- Academic Advisor ..... Nicholas E. Nitch
- Academic Advisor ..... Jerry Wright

Shaw AFB Center, SC
- Director ..... Gretchen H. Munroe
- Academic Advisor ..... Andrew Kelley
- Academic Advisor ..... Janice Oden

Tidewater Center, VA
- Administrative Office
- Regional Director ..... Jon R. Carleton
- Assistant Regional Director ..... Larry Lubbs
- Academic Support/Reference Librarian ..... Christie P. Vernon

Fort Eustis Center
- Director ..... Charles B. Bevins
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- Academic Advisor ..... Judy Layne-Wood
- Academic Advisor ..... Donald Wolpart

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- Academic Advisor ..... Ernie Everett
- Academic Advisor ..... Gloria Howell
- Academic Advisor ..... Nelson Michaud
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- Assistant Director ..... Sandra K. Vance
- Academic Advisor ..... Nancy Barber
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- Academic Advisor ..... Fred Colby
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- Assistant Director, Mayport ..... Chris C. Christensen
- Assistant Director, Palatka ..... Donald F. Anderson

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- Director ..... Edwin Norris
- Academic Advisor ..... Jacqueline D. Allen
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- Administrative Director/Laboratory Services ..... Linda J. Peel, MT (ASCP), SBB
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  - Assistant Director - Operations & Telecommunications ..... Kevin Barton
  - Assistant Director - Systems ..... William Schwartz
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Vice President for Institutional Advancement ..... Bernard P. Schneider
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